

**PART XIV**  
**AERODROMES AND AIRPORTS**

**256. Responsibility.-** All Government aerodromes and airports shall be under the control and management of the Chairman who may, subject to these rules, determine the conditions for the use thereof.

**257. Admission fee for entry into aerodromes and airports.-** (1) No person shall enter, or be in, the terminal building of any government aerodrome or airport or any other area in such aerodromes or airports as may be notified by the Chairman, unless he holds an admission ticket valid for entry therein:

Provided that it shall not apply to-

(a) any passenger embarking, disembarking or in transit holding a valid air ticket; or

(b) any person who is engaged on duty at such aerodrome or airport and approved by the Chairman or is exempted by general or special order in writing of the Chairman.

(2) An admission ticket may be obtained on payment of a fee as specified in Schedule-III.

(3) The admission ticket shall be non-transferable and shall be produced for examination on demand by any person authorised by the Chairman in this behalf.

(4) Notwithstanding anything contained in this rule, the Chairman may, if he is satisfied that it is necessary so to do for the maintenance of proper order or decorum of the Government aerodrome or airport refuse admission to any person into the terminal building or any part of such building, or any other area, or require any person in such building, part or area to leave the same.

(5) The admission fees shall be collected by such person or agency or authority as may be specified by the Chairman.

**258. Passenger services fees.-** (1) Subject to the provision of sub-rule (4), every passenger before embarking on an aircraft of any scheduled or non scheduled flight at a Government aerodrome or airport shall pay a fee for the use of, and for the services provided at, the aerodrome or airport at following rates, namely:-

(a) where the destination is outside Bangladesh Taka 300.00

(b) where the destination is within Bangladesh Taka 25.00.

(2) No passenger shall board any aircraft unless such passenger has paid the passenger service fees under sub-rule (1).

(3) The passenger service fees shall be collected by such person or authority and in such manner as may be specified by the Chairman.

(4) Notwithstanding anything contained in sub-rule (1), the following persons shall be exempted from the payment of passenger service fees, namely:-

(a) Heads of States and Governments along with their entourage;

(b) Ministers and High dignitaries visiting Bangladesh as State guests;

(c) transit passenger leaving Bangladesh by a flight bearing the same number as the one with which they entered the country or by the next available flight by which they have to reach their destination: Provided the stay does not exceed twenty-four hours;

(d) children under two years of age; and

(e) such other person or category of persons as may be exempted from such payment by the Chairman by general or special order.

**259. Use of aerodromes.-** (1) An aircraft shall not land at, or take-off from, any places unless that place is a Government aerodrome or airport and has been licensed under this part or is a place authorised by the Government for use as an aerodrome or airport and all international airport's shall have to be certified by the Chairman in accordance with the provision of the Convention.

(2) The Chairman may, in relation to any aerodrome or airport, issue such directions as he considers necessary to ensure the safety of aircraft and compliance with the standards, recommended practices and procedures adopted from time to time pursuant of the Convention.

(3) In order to achieve an acceptable level of safety in aerodrome operation, Chairman shall establish a safety programme.

**260. Licensing of aerodromes.-** (1) Upon application by the owner of any place, the Chairman may issue to him an aerodrome licence authorizing the use of the place as an aerodrome.

(2) An aerodrome shall be licensed in one of the following categories, namely-

(a) for public use;

(b) for private use which means for use by the licensee and by individuals specifically authorized by the licensee

(3) An aerodrome licence shall be issued subject to such conditions as the Chairman considers necessary to ensure compliance with the Convention.

(4) A licence issued under these rules shall not be varied or altered in any manner without the written permission of the Chairman.

**260A. Aerodrome Certification** - (1) For the purpose of this Rules, -

(a) **“aerodrome certificate”** means a certificate issued by the Chairman under this rule for operation of an international aerodrome or airport ;

(b) **“aerodrome manual”** means a manual included in an application for aerodrome certificate pursuant to rule 260B and include any amendments to the manual accepted by the Chairman.

(c) **"aerodrome operator"** means in relation to certificated aerodrome, the aerodrome certificate holder ;

(d) **"certified aerodrome"** means an international aerodrome or airport whose operator has been granted an aerodrome certificate ;

(2) The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate.

(3) An applicant may apply to be Chairman for an aerodrome certificate for authorising the applicant to operate an international aerodrome or airport at the place specified in the application. Such application must be in an approved form and include the aerodrome manual.

(4) Chairman may approve an application submitted under sub-rule (3) and grant an aerodrome certificate to the applicant. Chairman may establish a committee to assess the application and recommendation for certification of aerodromes being satisfied that.

(a) the aerodrome facilities, services and equipment are in accordance with the Standards as specified in Rule 267 ;

(b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;

(c) an aerodrome manual, as specified in Rule 260B, has been prepared that contains all relevant information for the applicants international aerodrome or airport and submitted as per sub-rule(3) of this rule and an acceptable safety management system is in place at the aerodrome ; and

(d) the applicant will be able to operate and maintain the aerodrome properly.

(5) The Chairman may refuse to grant an aerodrome certificate giving the applicant a written notice of the refusal, and the reasons for it.

(6) The Chairman -

(a) may grant an aerodrome certificate subject to any conditions necessary in the interests of safety ;

(b) shall give written notice to the applicant of the reasons for any conditions applied to the certificate ;

(c) shall set out a condition in an endorsement on the certificate or otherwise notified in writing to the certificate holder.

(7) An aerodrome certificate shall remain in force for two years or until it is suspended or cancelled, whichever is earlier.

(8) An aerodrome certificate holder must give the Chairman not less than 60 days written notice of the date on which the certificate is to be surrendered so that suitable promulgation action can be taken.

(9) The Chairman may suspend or cancel an aerodrome certificate if there are reasonable grounds for believing that:

(a) condition to which the certificate was subject has been breached ;

(b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

(10) Before suspending or canceling an aerodrome certificate, the Chairman shall give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show cause, in writing and within a reasonable period, why the certificate should not be suspended or cancelled.

(11) The Chairman shall take into account any reasons the holder provides within the time allowed prior to making a decision about suspension or cancellation. Notice of suspension or cancellation has effect on the day it is served on the aerodrome certificate holder.

(12) The Chairman may give its consent to, and issue an instrument of transfer of an aerodrome certificate to a transferee where -

(a) the current holder of the aerodrome certificate notifies the Chairman in writing at least 60 days before ceasing to operate the aerodrome that the current holder will cease to operate the aerodrome as of the date specified in the notice;

(b) the current holder of the aerodrome certificate notifies the Chairman in writing the name of the transferee ;

(c) the transferee applies in writing to the Chairman within 45 days before the current holder of the aerodrome certificate cease to operate the aerodrome, for the aerodrome certificate to be transferred to the transferee;

(d) the requirement of sub-rule 4 (b) of this rule is complied ; and

(e) the Chairman does not consent to the transfer of an aerodrome certificate, he shall give the applicant written notice of the refusal, and the reasons for it no later than 14 days after he refuses to transfer the certificate.

(13) The Chairman may, after satisfied that the requirement of sub-rule 4(b) of this rule and sub-rules (5) & 6(a) of rule 260B are fulfilled amend and aerodrome certificate where-

(a) there is a change in the operator of the aerodrome ;

(b) there is a change in the use or operation of the aerodrome ;

(c) there is a change in the boundaries of the aerodrome ; and

(d) the holder of the aerodrome certificate requests the amendment.

(14) The operator of a certified aerodrome shall implement a safety management system, acceptable to the Chairman as a minimum:

(a) identifies safety hazard;

(b) ensures that remedial action necessary to maintain an acceptable level of safety is implemented;

(c) provides for continuous monitoring and regular assessment of the safety level achieved; and

(d) aims to make continuous improvement to the overall level of safety.”

**260B. Aerodrome Manual** - (1) The operator of a certified aerodrome must have a manual, to be known as the Aerodrome Manual, for the aerodrome.

(2) The Aerodrome Manual shall -

(a) be typewritten or printed and signed by the aerodrome operator ;

(b) be in a format that is easy to revise ;

(c) have a system for recording the currency of pages and amendments, thereto, and should include a page for logging revisions ; and

(d) be organized in a manner that will facilitate the preparation and review processes.

(3) The aerodrome operator must provide the Chairman with a complete and current copy of the aerodrome manual, and must keep at least one complete and current copy of the aerodrome manual at the aerodrome in printed form. Other copies of the manual may be held in electronic form.

(4) The operator of a certificated aerodrome must include the particulars in an aerodrome manual, as specified by Chairman.

(5) If the Chairman exempts the aerodrome operator from complying with any requirement set out in rule 260D, the aerodrome manual must show the identifying number given to that exemption by the Chairman and the date the exemption came into effect, and any conditions or procedures subject to which the exemption was granted.

(6) If a particular information is included in the aerodrome manual because it is not applicable to the aerodrome the aerodrome operator must state in the manual -

- (a) that the particular is not applicable ; and
- (b) the reason for non-applicability.

(7) The operator of a certified aerodrome must alter or amend the aerodrome Manual whenever necessary, in order to maintain the accuracy of the manual ;

(8) To maintain the accuracy of the aerodrome manual, the Chairman may issue written directives to the aerodrome operator to alter or amend the manual in accordance with the direction.

(9) An aerodrome operator must notify the Chairman, as soon as practicable, of any alterations that the operator wishes to make to the aerodrome manual.

(10) The Chairman shall approve the aerodrome manual and any amendments thereto provided these meet the requirements of the provisions of other rules.

(11) The operator of a certified aerodrome shall maintain a record for the holder of each copy of the aerodrome manual, in whole or in part, and shall provide updates of the manual appropriately to all the holders.

**260C. Obligations of the Aerodrome Operator.-** (1) The aerodrome operator shall comply with the standards specified in rule 267 and with any conditions endorsed in the certificate pursuant to sub-rule (6) of rule 260A and rule 260D.

(2) The operator of certified aerodrome shall ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

(3) The aerodrome operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the aerodrome operation and maintenance processes.

(4) Where the Chairman has prescribed competency certification requirement for personnel referred to in sub-rule (3), the aerodrome operator shall employ only those persons possessing such certificates.

(5) The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in sub-rule (3).

(6) Subject to any directives that the Chairman may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.

(7) To ensure the safety of aircraft, the Chairman may give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.

(8) The aerodrome operator shall establish a safety management system of the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in demonstrably controlled way and are improved where necessary.

(9) The aerodrome operator shall oblige all the users of the aerodrome including organization which perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with requirements laid down by the aerodrome operator with regard to safety and order at the aerodrome, and shall monitor such compliance.

(10) The aerodrome operator shall oblige all the users of the aerodrome including all organizations referred to in sub-rule (9) to co-operate in the programme to promote safety, and the safe use of the aerodrome by immediately informing it of the accidents, incidents, defects and faults which have bearing on safety.

(11) The aerodrome operator shall arrange for an audit of the safety management system including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange an external audit and inspection programme for evaluation of other users including all organizations working at the aerodrome referred to in sub-rule(9).

(12) The audits referred to in sub-rule (3) shall be carried out every 12 months or less, as specified by the Chairman.

(13) The aerodrome operator shall ensure that the audit reports including the report on the aerodrome facilities, services and equipment are prepared by suitably qualified safety experts.

(14) The aerodrome operator shall retain a copy of the reports referred to in sub-rule (13) for a period of at least three years.

(15) The reports referred to in sub-rule (13) shall be prepared and signed by the persons who carried out the audit and inspection.

(16) Personnel authorized by the Chairman may inspect and carry out tests on the aerodrome facilities, services and equipment inspect aerodrome operators documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate is granted or renewed and subsequently, at any other time, for the purpose of ensuring safety and order at the aerodrome.

(17) An aerodrome operator shall, allow access to the personnel, authorized by the Chairman as referred in sub-rule (16), to any part of the aerodrome or, any aerodrome facility, including equipment records, documents and operator's personnel for the purpose referred to in sub-rule(16).

(18) The aerodrome operator shall co-operate in conducting the activities referred to in sub-rule (16).

(19) An aerodrome operator shall adhere to the requirements of notifying and reporting within the specified time limits, to the Chairman air traffic control and pilots, as required in these Rules.

(20) An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notice to Airmen (NOTAMS) Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the Chairman on receipt, thereof and immediately after such reviews, notify Chairman of any inaccurate information contained, therein, that pertains to the aerodrome.

(21) An aerodrome operator shall notify the Chairman in writing at least 60 days before any change to an aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to effect the accuracy of the information contained in any Aeronautical Information Service (AIS) publication referred to in sub-rule (20).

(22) Subject to the requirements of the sub-rule (23) and aerodrome of operator shall cause to be received at air traffic control and the flight operations units, immediate notice giving details of any of the following circumstances of which the operator has the information of -

(a) any projections by an object through an obstacle limitation surface relating to the aerodrome; and

(b) the existence of any obstruction or hazardous condition affecting aviation safety at



or near the aerodrome ;

(c) reduction in the level of service at the aerodrome set out in AIS publications referred to in sub-rule (20);

(d) closure of any part of the movement area of the aerodrome; and

(e) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

(23) When it is not feasible for an aerodrome operator to cause notice of a circumstance referred to in sub-rule (22) to be received at the air traffic control or a flight operations unit in these sub-rules, the operator shall give immediate notice directly to the pilot who may be affected by that circumstance.

(24) An aerodrome operator shall inspect or arrange for inspection of an aerodrome, as the circumstances require, to ensure aviation safety-

(a) as soon as practicable, after an aircraft accident or incident within the meaning of these terms defined in rule- 234 and the notification procedure for notifying incidents and accidents specified in Rules 233, 236 & 237;

(b) during any period of construction or/repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations ; and

(c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

(25) An aerodrome operator shall remove, or arrange for the removal of other obstructions from the surface of the aerodrome or any vehicle that is likely to be hazardous.

(26) Where low flying aircraft, at or near an aerodrome, or taxing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall -

(a) post the warning notices of the hazard on any public way that is adjacent to the manoeuvring area ;

(b) inform the authority responsible for posting the warning notices on the public way that there is a hazard, if such a public way is not controlled by the aerodrome operator.

**260D. Exemptions** - (1) The Chairman may exempt, in writing, an aerodrome operator from compliance with specified provisions of these Rules.

(2) Before the Chairman decided to exempt the aerodrome operator; he shall take into

account all relevant considerations relating to the interest of safety.

(3) An exemption is subject to the aerodrome operator complying with the conditions/procedures specified by the Chairman in the aerodrome certificate as being necessary in the interests of safety.

(4) Where an aerodrome does not meet the requirement of a standard specified in rule-267, the Chairman may determine, after carrying out aeronautical studies, only if and where permitted by the standards such conditions and procedures relating to the Standards as are necessary to ensure a level of safety equivalent to the established by the Standard.

(5) The deviation from a Standard specified in Rule 267 and the conditions and procedures referred to in sub-rule (5) of rule 260A shall be set out in an endorsement on the aerodrome certificate or otherwise in writing. If an exemption is provided otherwise in writing it shall be incorporated in the aerodrome manual.

**261. Public aerodrome.-** Every aerodrome which is licensed for public use or which is open to public use by the aircraft registered in Bangladesh shall, upon payment of charges to the same extent and upon the same conditions be open to use by aircraft possessing the nationality of any other State.

**262. Screening of dangerous lights.-** (1) Whenever any light is exhibited at, or in the neighbourhood of, an aerodrome, air route or airway facility and the light is likely to endanger the safety of aircraft, whether by reason of glare or by causing confusion with, or preventing clear reception of, the lights or signals described in these rules or of air route or airway facilities operated in pursuance of these rules, the Chairman may cause a notice to be served upon the owner of the place where the light is exhibited or upon the person having charge of the light directing the owner or person, within a reasonable time to be specified in the notice, to extinguish or to screen effectually the light in the manner specified in such notice.

(2) If any owner or person on whom a notice under sub-rule (1) is served fails, within the time specified in the notice, to extinguish or screen effectually in the manner mentioned in the notice, the Chairman may authorize an officer with such assistance as he requires, to enter the place where the light is and extinguish or screen the light, and may recover the expenses incurred in so doing from the owner or person on whom the notice has been served.

**263. Isolation of aircraft.-** An isolated parking position for aerodromes shall be designated by the Chairman or in the absence of such designation, the control tower shall advise the pilot-in-command to park the aeroplane in such area of the aerodrome as is considered to be suitable for the parking which is known or believed to be the subject of unlawful interference or which, for other reasons, needs isolation from normal aerodrome activities.

**264. Apron lighting.-** Apron floodlights shall be provided on all aprons intended to be used at night and also on a designated isolated aeroplane parking positing.

**265. Protection by fences and barriers.-** The Chairman, in the case of Government aerodromes and airports, and the owner, in the case of private aerodromes shall provide fences or other suitable barriers at aerodromes and airports established or licensed under these rules to prevent unauthorized persons to enter the restricted or protected area of the aerodrome or airport and also in the areas where ground installations and facilities essential for he safe of civil aviation are located outside an aerodrome boundary.

**266. Prohibition of entry into aerodromes and airports.-** No person shall, unless exempted by the Chairman or any authorized officer in writing in this behalf.

(a) enter or remain or cause any other person to enter or remain in the movement area;

(b) leave or throw or cause to be thrown any animal, bird or property or object of any nature whatsoever in the movement area;

(c) permit any animal under his possession or control or otherwise to stray in the movement area; and

(d) operate any vehicle in the movement area;

Provided that the provisions contained in clause (a) shall not apply to-

(i) persons authorized under rule 257;

(ii) bonafide passengers and crew members and their baggage, freight and mail during the process of embarkation and disembarkation in the movement area.

**267. Aerodrome Standards.-** Chairman shall specify the Standards that Prescribe the physical characteristics and obstacle limitation surfaces to be provided for at all aerodromes, and certain facilities and technical services normally provided at an aerodrome as per the provision of the Convention.

**268. Obstruction clearance and marking.-** (1) Whenever any object which is located on or within the defined limits of a Government aerodrome or airport or on routes used by aircraft engaged in international air navigation (within Bangladesh) and which projects above the surfaces, constitutes and obstruction or a potential hazard to aircraft moving in the navigable air space in the vicinity of an aerodrome or airport, the Chairman may cause a notice to be served upon the owner of the property in which the object is located directing the owner, within such reasonable time as is specified in the notice to-

(a) remove the object or such portion of it specified in the notice as is necessary; or

(b) install and operate lights on the object and mark it in accordance with the

requirements of the Convention.

(2) If a person upon whom a notice is served in pursuance of this rule fails to comply with a direction in the notice, he shall be guilty of an offence and the Chairman may authorize an officer, with such assistance as he requires, to enter the place where the obstruction is located and carry out the directions contained in the notice and may recover the expenses in so doing from the owner or person on whom the notice has been served.

**269. Tariff charges.-** The charges for landing, parking and housing at Government aerodromes and airports and for providing security checking of embarking passengers and their hand-carried bags and route navigation facilities in the territory of Bangladesh shall be applicable to all aircraft whether registered in Bangladesh or in any other State and shall be leviable in accordance with the provisions contained in Schedule IV.

**270. Qualification of licenses for private aerodromes.-** A licence for an aerodrome shall not be granted to any person other than-

(a) a citizen of Bangladesh; or

(b) a company or body corporate registered, and having its principal place of business, in Bangladesh.

**271. Period of validity of licence.-** An aerodrome licence may be granted for any period not exceeding twelve months and may be renewed for any period not exceeding twelve months.

**272. Fees for grant or renewal of a licence.-** The fees chargeable for the renew of license or aerodrome certificate, mentioned in rule 260 and 260A for an aerodrome, shall be specified by the Chairman.