

Minimum Standards for Aerodrome Operation Safety and Certification Workshop

September 5-8, 2017 | Paradis Hotel | Cluj Napoca, Romania



INTRODUCTION

The aerodrome operator is responsible for the safe operation and maintenance of the aerodrome. This is a primary element of Commission Regulation No 139/2014, dated February 12, 2014, which requires the certification of most commercial aerodromes in European Union member states. The European Aviation Safety Agency has set minimum standards with Certification Specifications, Acceptable Means of Compliance and Guidance Material. Accordingly, the required certification documents consist of two main areas: aerodrome infrastructure and operational procedures.

This three-day training and support course will focus on operational requirements, including required operational safety training. In addition to an infrastructure meeting requirements, operational procedures ultimately help to ensure safe operation. Just because an aerodrome hasn't had an incident or an accident does not necessarily mean that its operational procedures are efficient and effective. Aviation is a dynamic business with new developments impacting the industry almost daily. An aerodrome operator always should expect the unexpected, and be prepared for all possibilities.

This course will provide practical information to ensure safe and efficient aerodrome operation. The information and materials provided will help participants determine whether existing procedures will ensure safe aerodrome operation or whether modifications or amendments are required.

Participants will receive a certificate stating that he/she has passed basic training as an Aerodrome Operations Expert. For additional program information, contact Spencer Dickerson, senior executive vice president, global operations, AAAE, sdickerson@aaae.org.

All sessions will take place in the Conference Room, 6th floor, at the Paradis Hotel, Cluj Napoca, Romania. The workshop will begin with a reception at 18:30 on Tuesday, September 5, (registration opens at 18:00) and will end at 17:00 on Friday, September 8. The registration fee includes all lunches and coffee breaks each day.

WHO SHOULD ATTEND

The target groups in aerodrome management are:

- Aerodrome operations managers
- Aerodrome maintenance managers
- Aerodrome safety managers
- Aerodrome quality and compliance managers

COURSE CONTENT

- European regulations and directives affecting aerodrome operators
- Establishing a training program and management training
- Establishing aerodrome usage regulations and traffic rules
- Ensuring safe operation and the performance of aerodrome inspections
- Operational procedures for managing special situations
- The importance of proper documentation

AGENDA

(Subject to Change)

Tuesday, September 5, 2017

- 18:00 – 19:30 Registration
18:30 – 19:30 Welcome Reception at Paradis Hotel

Wednesday, September 6, 2017

(Sessions held in the Hotel Paradis Conference Room, 6th floor)

- 08:15 – 09:00 **Registration and Networking Coffee Break**
09:00 – 09:20 **Course Welcome**
09:20 – 11:00 **Session I** – European regulations and directives affecting aerodrome operators
Coffee Break
11:00 – 11:15 **Session II** – Establishing a training program and management training-part 1
11:15 – 13:00 **Luncheon**
13:00 – 14:00 **Session III:** Establishing a training program and management training-part 2
14:00 – 15:45 **Coffee Break**
15:45 – 16:00 **Session IV:**-Establishing aerodrome usage regulations and traffic rules-part 1
16:00 – 17:45 **Evening Event**
19:00 – 22:00

Thursday, September 7, 2017

- 08:30 – 09:00 **Coffee Break**
09:00 – 10:45 **Session V:** Establishing aerodrome usage regulations and traffic rules-part 2
Coffee Break
10:45 – 11:00 **Session VI:** Ensuring safe operation and the performance of aerodrome inspections-part 1
11:00 – 12:45 **Session VII:** Ensuring safe operation and the performance of aerodrome inspections-part 2
Luncheon
12:45 – 13:45 **Session VIII:** Ensuring safe operation and the performance of aerodrome inspections-part 3
13:45 – 15:00
15:00 – 16:45

Friday, September 8, 2017

- 08:30 – 09:00 **Coffee Break**
09:00 – 10:45 **Session IX:** - Operational procedures for managing special situations-part 1
Coffee Break
10:45 – 11:00 **Session X:** - Operational procedures for managing special situations-part 2
11:00 – 12:45 **Luncheon**
12:45 – 13:45 **Session XI:** - The importance of proper documentation-part 1
13:45 – 15:00 **Coffee Break**
15:00 – 15:15 **Session XII:** - The importance of proper documentation-part 2
15:15- 17:00
17:00 **Adjournment**

Minimum Standards for Aerodrome Operation Safety and Certification Workshop

September 5-8, 2017 • Paradis Hotel • Cluj Napoca, Romania • Mtg. 170911

•**Hotel reservations:** Rooms are being held at the Paradis Hotel, Strada Ciocârliei, Cluj-Napoca, Romania, phone: +40 264 413 940. All attendees will receive a special rate of €85 per night single/double, including breakfast. Reservations must be made by August 6, 2017. Rooms may sell out before this date, be sure to make your reservation as soon as possible. Reservations made after this date only can be honored on a space available basis. To make your hotel reservations, call +40 264 413 940 or email rezervari@paradis.ro, and identify yourself as part of the Aerodrome Training Workshop. Reservations can be canceled without penalty up to 30 days prior to the scheduled arrival date.

•**Photo/Video Disclaimer:** By registering for and attending any AAAE event, you agree that your image may be used at any time, without further notification, for printed materials, web sites, social media and other marketing purposes.

•**NOTE:** IAAE/AAAE reserves the right to cancel this program if the number of registrants is insufficient. In this event, we will notify all registrants and refund the registration fee in full. However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant. Confirmation letters will be emailed to attendees within two weeks of receipt of registration. If you have not received a confirmation letter via email two business days prior to the meeting, and you enrolled at least two weeks prior to the meeting, please contact Holly Ackerman at holly.ackerman@aaae.org. Non-receipt of the confirmation letter before the meeting is not justification for seeking a refund.

Registrations and cancellations must be submitted in writing. Cancellation requests received before Aug. 11 2017, are subject to a €115 processing fee and will be processed after the meeting takes place. No refunds after this date. Substitutions accepted without penalties; no-shows will be billed. For all inquiries regarding cancellations, refunds and complaints, please contact Holly Ackerman at +1.703.824.0504 or email holly.ackerman@aaae.org.

Check here if updated contact information has been provided.



If you require any special assistance to participate or have special dietary requirements, email holly.ackerman@aaae.org.

Nickname for Badge _____ Email Address _____

Mr./Ms. (circle one) First Name _____ Last Name _____

Title _____

Airport/Company _____

Address _____

City/State/Zip/Country _____

Primary Number _____ Secondary Number (Fax or Cell, Circle One) _____

Registration Fees (in Euros)

(includes the welcome reception, three lunches, all refreshment breaks and all handout materials.)

1. Registration Fee €995 Euro

Payment Method

Wire payment to: PNC Bank, 825 North Washington St., Alexandria, VA 22314, telephone number (703) 548-0474, routing number for wires: 031000053, SWIFT CODE: PNCCUS33, account number: 5315012535. **NOTE THAT REGISTRANT MUST PAY THE €995 FEE IN ADDITION TO ANY BANK TRANSACTION FEES.**

Upon receipt of this form, please charge my: (circle one): AMEX MasterCard Visa

Cardholder Name: _____

Account #: _____ Exp. Date: _____

Signature: _____

Return to: AAAE • 601 Madison St., The Barclay Building • Alexandria, VA 22314 (USA), Fax to +1.703.797.9018, or email to

holly.ackerman@aaae.org. Photocopies of this form will be accepted. AAAE accepts registration regardless of race, religion, sexual orientation, sex, physical disability and national or ethnic origin. This includes but is not limited to admissions, employment and educational services.