



Icelandic Civil Aviation Administration Act

No. 100/2006

Effective from 1 January 2007. Amended by Act No. 171/2006.

Article 1 Authority, etc.

The Icelandic Civil Aviation Administration shall manage the administration and regulation of aviation in Iceland and in Icelandic territory, as further stipulated in this Act and the Aviation Act, as well as other Icelandic acts and international conventions.

The Icelandic Civil Aviation Administration is an autonomous body, subject to the Minister of Communication.

2. gr. Director General and personnel

The Minister appoints the Director General of the Civil Aviation Administration for a period of five years to manage its operations. The Director General recruits other Civil Aviation Administration personnel.

The special competence of employees shall be as provided in Chapter II of the Administrative Procedures Act, No. 37/1993.

Article 3 Civil Aviation Board.

The Civil Aviation Board is an advisory board for the Minister and Director General of the Civil Aviation Administration.

The Civil Aviation Board shall have six members and an equal number of alternates.

Alternates take the seats of those members unable to attend.

The Minister appoints the Civil Aviation Board's members. Two representatives shall be appointed by nomination of the SA-Confederation of Icelandic Employers and one by nomination of the Icelandic Travel Industry Association, along with equal numbers of alternates. These representatives shall have aviation knowledge. Three representatives shall be appointed without nomination. Alternates shall be appointed in the same manner. The chairman's vote decides in case of a tie. The Minister appoints the chairman and vice-chairman from among those appointed without nomination.

The Civil Aviation Board is appointed for four years, though this shall be limited to the term of office of the appointing Minister.

The tasks of the Civil Aviation Board are the following:

- a. Discuss policy-making on aviation;
- b. Provide the Minister with opinion on the Transport Council's proposed transport plan, cf. the Transport Plan Act;
- c. Provide opinion on statutes and rules concerning aviation;
- d. Discuss issues which the Minister sends to the Civil Aviation Board for discussion;
- e. Discuss matters which the Director General of the Civil Aviation Administration or individual members of the Civil Aviation Board requests it to discuss.

The Director General of the Civil Aviation Administration shall attend Board meetings and have the right to speak and submit motions, as shall any Civil Aviation Administration employee who the Director General feels have a reason to attend or who are requested to attend by the Board.

Article 4 Tasks of the Icelandic Civil Aviation Administration.

The Icelandic Civil Aviation Administration's tasks are to administer the field of aviation, regulate aviation operations and promote flight safety.



The Civil Aviation Administration shall, among other things:

1. Register aircraft into the Icelandic Register of Aircraft.
2. Provide licenses for any kind of operations defined in the Aviation Act or in regulations set according to that Act, such as flight operations; operating maintenance facilities, flight schools, and schools for air navigation services or aircraft maintenance technicians, air navigation services; and operating aerodromes and airport terminals, and also constantly regulate these operations.
3. Issue licenses in accordance with laws, regulations and international obligations and regulate the operations based on these licenses.
4. Issue certificates to individuals in accordance with laws, regulations and international obligations and ensure that examinations are held.
5. Provide for the organization of airspace and of air navigation, or make proposals on such organization to the Minister.
6. Regulate the implementation of aviation security in accordance with laws, regulations and international obligations in the field of aviation security.
7. Encourage all types of Icelandic aviation operations to develop in accordance with current social and environmental objectives.
8. Take part in international cooperation as provided by international conventions or cooperation assigned to the Civil Aviation Administration by the government.
9. Provide advice to the government and ministries in the field of aviation and monitor the constant Icelandic fulfillment of obligations provided by international conventions.

The Civil Aviation Administration shall also undertake, as applicable, to prepare for the making of new laws and regulations and participate its making, also abroad, as well as to prepare for agreements with foreign states and international institutions and to make such agreements, as the case may call for.

Article 5 Surveillance.

The Civil Aviation Administration shall monitor whether the operations of parties subject to regulation comply with the legislation, regulations, rules or agreements that apply to the air transport.

The Civil Aviation Administration may check the operations of parties subject to regulation as frequently as believed necessary. For this purpose, the Civil Aviation Administration shall be permitted access to the licensees' sites of operation and to aircraft along with aircraft equipment in order to perform checks on site, assessments and inspections.

Parties subject to regulation must provide the Civil Aviation Administration, insofar as it finds necessary, with information on their operations and access to data which they hold concerning their operations.

A party subject to regulation shall be able, without notice, to demonstrate that it meets its licensing conditions, and if necessary, undergo any test which the Civil Aviation Administration is authorized to demand that it undergo.

The Civil Aviation Administration can demand information and data from other authorities, irrespective of their obligation of confidentiality, if this is needed to carry out statutory regulation.

In other respects, Civil Aviation Administration regulatory powers are subject to provisions of the Aviation Act, and of other Acts as applicable.

Article 6 Licence revocation, compulsory measures, etc.

The Civil Aviation Administration may invalidate issued licenses and recall certificates confirming these licenses if the Civil Aviation Administration considers the license holder no longer to meet the conditions stated in the license or to have breached significant aspects in



the provisions of laws and rules that apply to the operations subject to license. The same applies if the license holder is considered incapable of carrying out the operations covered by the license.

A license revocation may be limited to specified sections of the license.

In other respects, Civil Aviation Administration license revocations and compulsory measures are subject to provisions of the Aviation Act, and of other acts as applicable.

Article 7 Obligation of confidentiality; disclosure of information.

Civil Aviation Administration personnel are bound to secrecy. They may not disclose information to unrelated parties and shall be liable for disclosing anything which they discover in their employment that should remain secret, including information on the operations or business of the parties they regulate. The same applies to independent specialists working on behalf of the Civil Aviation Administration. The obligation of confidentiality continues even though employment is terminated or a project contract ends.

Data and other information obtained by the Civil Aviation Administration for regulation or for other reasons shall be treated as confidential.

The Civil Aviation Administration may collect process and publish statistical information on aviation, and operators subject to licensing must provide such information upon request. Notwithstanding statutory provisions on confidentiality, information may be disclosed to regulatory authorities of other states and the regulatory bodies working for recognized international organizations to which Iceland is a party, provided that this is integral to international cooperation on regulating the operations of parties subject to regulation and that such disclosure is necessary in order to effect regulation.

Article 8 Complaints about a license holder.

If a user of air services or anyone else finds that a party subject to license violates its obligations according to the Aviation Act or rules set pursuant to that Act, or to violate conditions stipulated in a license, the respective user or other person may send a complaint to the Civil Aviation Administration, which must deal with the matter if applicable.

Article 9 Tariffs, etc.

[In order to meet the costs of issuing certificates, operating licenses and permits, regulation and certification as well as other activities, the ICAA may collect fees, including annual fees, for:

1. Issuing, altering, renewing and reissuing certificates and permits to individuals. The payments for assessing and certifying data accompanying applications shall be per hour needed for the assessment, based on a fee, cf. the second paragraph. Collecting a fixed fee for certain certificates and permits is also allowed; based on an hourly fee, cf. the second paragraph.
2. Issuing, altering, renewing and reissuing operating licenses, permits and certificates to legal entities. The payments for assessing and certifying data accompanying applications shall be per hour needed for the assessment, cf. the second paragraph. Collecting a fixed fee for certain operating licenses, certificates and permits is also allowed, based on an hourly fee, cf. the second paragraph. Applicants may be required to pay in advance for reviewing data and communicating during the process of assessment and certification.
3. Issuing airworthiness certificates or noise and pollution certificates.

The initial fee for issuing an airworthiness certificate shall be based on the aircraft's maximum takeoff mass:

- a. For aircraft up to 2,700 kg [hfill] 13,680 ISK + 9.36 ISK/kg.
- b. For aircraft from 2,701 to 5,700 kg [hfill] ISK 20,400 ISK + 7.80 ISK/kg.



c. For aircraft from 5,701 to 50,000 kg [hfill] ISK 96,000 ISK + 8.40 ISK/kg.

d. For aircraft over 50,000 kg [hfill] ISK 480,000 ISK + 4.80 ISK/kg.

Payment for the initial issuing of an airworthiness certificate can be repaid proportionally if the aircraft registration lasts for less than 12 months. For each whole month that the aircraft is not registered, 1/12 of the fee shall be repaid, although the minimum fee shall remain 6/12 of the full fee.

The fee for issuing a temporary airworthiness certificate that is to be valid for less than 30 days shall be 3/12 of the fee for initially issuing an airworthiness certificate.

The fee for issuing an airworthiness certificate regarding exportation shall be half of the initial airworthiness certificate fee.

The fee for issuing the initial airworthiness certificate of a non-motorized aircraft shall be 25% of the fee for a motorized aircraft.

If an aircraft registered abroad is transferred onto the Air Operator Certificate of an Icelandic air operator, the fee to be paid shall be the same as that for issuing an initial airworthiness certificate.

The fee for issuing a certificate to confirm airworthiness shall follow an hourly rate, cf. the second paragraph.

Fees according to this item become due upon issue of the license or certificate. Holders of operating licenses issued by the Icelandic Civil Aviation Administration shall have a period of grace, provided they are in good standing with the Administration. When a period of grace is being granted, the settlement period shall be three months, related to February, May, August and November. The due date shall be the 15th day of the month following the end of the settlement period.

4. Aircraft registration and changes of ownership.

5. Annual monitoring and inspections of:

a. aircraft in civil aviation (private and instructional flying),

b. aircraft in air transport, aerial work and state flight,

c. flight operations

d. maintenance facilities and workshops,

e. aerodromes and heliports,

f. landing sites,

g. airport terminals,

h. aviation security,

i. flight schools,

j. training equipment,

k. schools for air navigation services (air traffic services),

l. schools for aircraft maintenance technicians and certifying staff,

m. air navigation services, including air navigation equipment,

n. flight testing services,

o. aero medical centers,

p. regulated flight clubs,

q. provision of learning courses,

r. commercial aircraft leasing,

s. holders of certificates issued by the Civil Aviation Administration.

6. Examination expenses, i.e. for holding exams, whether written or practical, or marking or monitoring exams.

7. Permits related to individual events and services, such as air shows, flight competitions, parachuting, low level flight, aerobatics, firework shows, over flights operated with limited airworthiness certificates or reviewing insurance terms for air transport.



8. Coordination or cooperation with foreign authorities on behalf of a party subject to regulation, including work on agreements or transfers of regulation, according to a fixed fee per hour of work, cf. the second paragraph.

9. Special services requested for certification, recognition, testing or the providing of permits, according to a fixed fee per hour of work, cf. the second paragraph.

Decisions on fees shall be based on the cost of wages and wage-related expenses, vehicle use (mileage), training and continued education, outsourced specialist services, housing, working facilities, telecommunications, equipment, management and staff services, and international cooperation in the interest of air operations, in addition to travel and accommodation. Fee amounts shall be based on the generally incurred cost of regulation and services. Other expenses for a party subject to regulation, for instance on account of travel, accommodation and specialist services, shall be paid additionally.

The Civil Aviation Administration is also authorized to earn revenue through service and work agreements, as well as research activities and development projects.

Civil Aviation Administration fees according to the first paragraph shall be enforceable without adjudication or settlement.

The Civil Aviation Administration may collect fees for providing permits and licenses and for regulation, as well as other services provided by the Administration, in accordance with a tariff confirmed by the Minister.]¹⁾

¹⁾ Act No. 171/2006, Article 1

Article 10 Right of appeal.

Decisions by the Icelandic Civil Aviation Administration may be appealed to the Ministry of Communication, in accordance with provisions of the Administrative Procedures Act.

Article 11 Reports

The Icelandic Civil Aviation Administration shall publish an annual report on its operations.

Article 12 Regulations

Further provisions on Civil Aviation Administration activities shall be issued in regulations. In regulations¹⁾, the Minister may prescribe further instructions on the Administration's operations and the implementation of this Act.

The role of the Civil Aviation Board shall be further set by regulations.²⁾

¹⁾ Regulation 752/2007, cf. 291/2009 and 737/2009. ²⁾ Regulation 1290/2007.

Article 13 Entry into force, etc.

This Act shall take effect on 1 January 2007.