



Kelowna International Airport

AIRPORT DIRECTIVE 007

Revision Date: August 13, 2024

Aircraft Operations

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REVISION STATUS

Document Number	Document Title	Revision Date
AD 007	Aircraft Operations	August 13, 2024
AD 007 Appendix A	Aircraft Run-Ups	August 13, 2024
AD 007 Appendix B	General Aviation Aircraft Parking	August 13, 2024
AD 007 Appendix C	Helicopter Operations	August 13, 2024
AD 007 Appendix D	Helicopter Operating Areas	December 15, 2020



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Kelowna International Airport

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Aircraft Operations

1. Introduction

The purpose of this Directive is to set out and describe requirements for aircraft and helicopter operations at YLW, including run-ups, obstruction management, navigational aids, and general aviation aircraft parking. Commercial aircraft parking is covered in [AD 005](#).

2. Aircraft Run-Ups

Aircraft run-ups are permitted for short durations between 0600-2200 local time and are restricted to specific airside locations.

Prior approval from the Air Traffic Control Tower (FSS, after hours), is required. The Airport Operations Centre must be advised of all maintenance run-ups.

The Airport Operations Centre will log the start and end times of all run-ups in the Airport Operations Log.

Refer to [Appendix A](#) for additional information.

3. General Aviation Aircraft Parking

YLW provides the necessary guidance for staff to deal with general aviation parking requests for both itinerant and long term parking. Overnight aircraft parking is subject to fees as outlined in the City of Kelowna Airport Fees Bylaw. Security will place an invoice on the windscreen of the aircraft which can be paid directly into the drop box located adjacent to the helipad area or mailed into the Airport Administration offices.

Refer to [Appendix B](#) for details on General Aviation Aircraft Parking areas.

4. Helicopter Operations

Helicopters are expected to arrive and depart the airport via the runway. Hover taxiing from the runway to other approved locations shall be as directed by Air Traffic Control.

Details on helicopter operations are included in [Appendix C](#) and helicopter operating areas are shown in [Appendix D](#).



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5. Reduced Visibility Operations Plan

Refer to [AD 006 Appendix C Reduced Visibility Operations Plan](#).

6. Aircraft De-Icing and Anti-Icing

All air carriers operating at YLW are required to have a de-icing and anti-icing program. These operations are permitted on Aprons I and III.

Detailed procedures are included in [AD 011 Winter Operations Plan Section 12 Aircraft De-Icing](#).

7. Airport Zoning and Obstruction Management

Zoning requirements in the vicinity of the airport must be adhered to. YLW has survey details available to help determine the allowable heights at various locations.

- [City of Kelowna Zoning Bylaw](#)
- [City of Kelowna Zoning Map](#)

Obstruction and other airport zoning safety hazards on or within the vicinity of the airport may be observed through scheduled inspections, observations, or surveys by airport staff, or by third party reports.

Detailed procedures for obstruction management are contained in [Annex 1](#).

8. Drones (RPAS) in the Vicinity of YLW

YLW is a no-drone zone. Drone (RPAS – remotely piloted aircraft system) usage laws are strictly monitored and enforced at YLW. The following map shows the areas included the YLW drone exclusion zone.



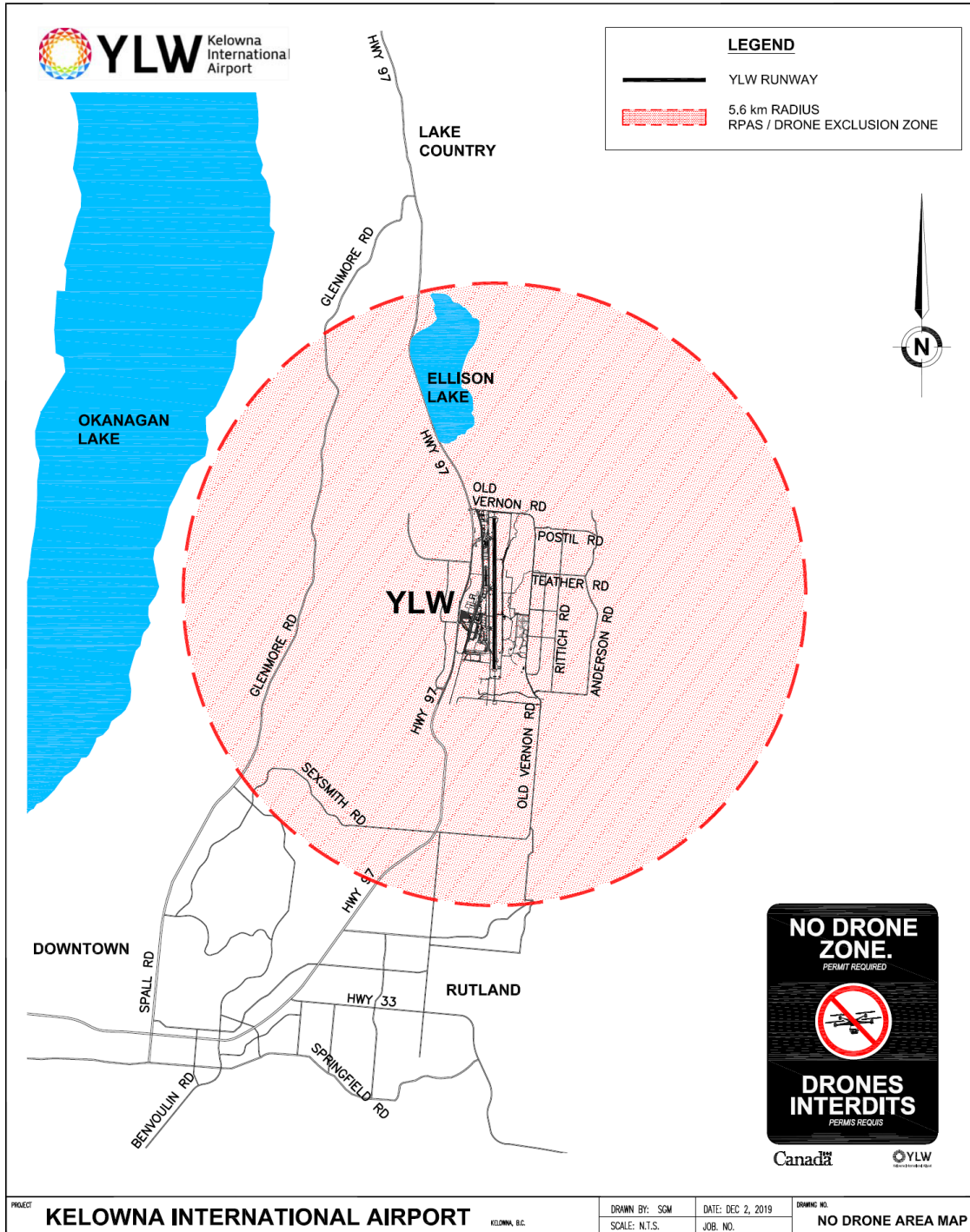
YVLW

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Aircraft Operations





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Revision Date: August 13, 2024

Aircraft Operations

If you see any drones operating at or around YLW, please immediately contact Airport Operations at 250-807-4350 and provide details of what was observed.

As of June 1, 2019, there are Transport Canada regulations that apply to all remotely piloted aircraft (RPA) operating in Canadian airspace. Owners of RPAs (also known as drones or UAVs) must follow the requirements for operating their RPA in each class of Canadian airspace and be aware of the rules and penalties in effect for flying around the airport.

More information can be found at:

- [Transport Canada Drone Safety Services and Information](#)
- [NAV Canada Flying your Remotely Piloted Aircraft \(RPA\) in Canadian Airspace](#)

Checklists for responding to drone incidents are located in the [YLW Airport Emergency Plan \(AEP\) Section 17](#).

The Airport Operations Response Procedure is located in [AD 003 Annex 8 Drone \(RPAS\) Response Procedure](#).

9. Annexes

[Annex 1: Obstruction Management](#)

Annex 2: Beacon Sites – to be developed



Kelowna International Airport

AIRPORT DIRECTIVE 007 APPENDIX A

Revision Date: August 13, 2024

Aircraft Run-Ups

1. General Requirements

In order to facilitate maintenance of aircraft, it is necessary for the engines to be run-up for short periods under the following guidelines:

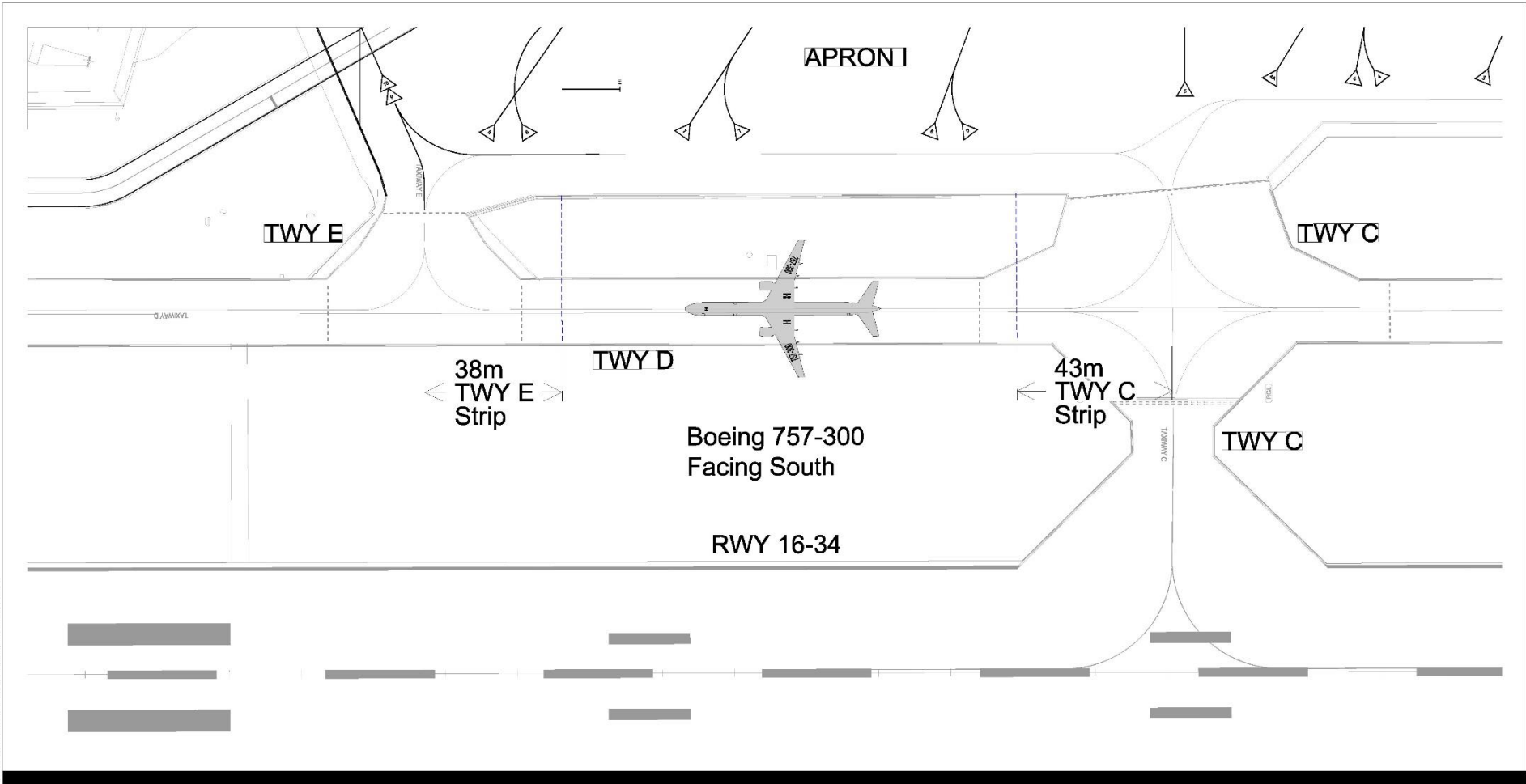
- Engine run-ups for maintenance purposes will not be permitted between 2200 and 0600
- Aircraft used for Air Ambulance purposes may, with prior approval from Airport Operations, perform run-ups between 2200 and 0600.
- Due to safety concerns caused by the jet blast or prop wash, run-ups above idle power for maintenance purposes are restricted to the following areas:
 - Taxiway Delta between TWY C and TWY E
 - KF Aerospace Aprons
 - Carson Air Aprons
- Notification of run-up and aircraft tail number are to be provided to Airport Operations at 250-807-4350 prior to start-up
- Maintenance of engines on taxiways is not permitted.

2. Engine Run-Up Procedure For Taxiway Delta

Taxiway Delta (from Taxiway Charlie to Taxiway Echo) shall be closed by NOTAM for the duration of the run up. Aircraft positioned with the nose into the wind. NOTAM ex; TWY D CLSD BTWN TWY C and TWY E

The aircraft flight deck will maintain radio contact with Air Traffic Control for the duration of the run-up.

Companies using the run-up area are to ensure all necessary safety precautions are taken to protect individuals and property during the run-ups.



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 Vancouver, BC V6B 6A3
 Tel. (604) 696-8000
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YLV
Kelowna International Airport

Client/Project
 YLV - Kelowna International Airport

TWY D Engine Run-ups
 Boeing 757-300 Facing South

115822094

Project No. sk012b
 Scale 1:1000

Drawing No. Sheet 1 Revision 0 Date 10-Apr-2023



Kelowna International Airport

AIRPORT DIRECTIVE 007 APPENDIX B

Revision Date: August 13, 2024

General Aviation Aircraft Parking

1. General

There are two public general aviation aircraft parking areas located at YLW:

- Apron III
- Helicopter Parking Area

Itinerant parking is also available at tenant facilities and should be coordinated with the tenant directly.

Canada Border Services Agency clearance is available on Apron III, the Helicopter Parking Area, and the Carson Air/Shell Aerocentre.

NAV CANADA will provide pilots with directions to parking area locations.

Airport Operations personnel are responsible for enforcement of aircraft parking regulations and procedures.

The public parking locations are for the use of operational aircraft only. Repairs and other maintenance work are not permitted at these locations.

2. Apron III - Itinerant Aircraft Parking

2.1 Under 12,500 lbs.

Itinerant light aircraft parking is available on Apron III depending on the size of the aircraft on a first come first served basis and allowed only in those locations signed as itinerant.

Refer to [AD 005 Appendix N Apron III Diagrams](#) for Apron III drawings showing parking areas.

2.2 Over 12,500 lbs.

Itinerant aircraft parking is available for aircraft weighing greater than 12,500 lbs. at Apron III. Operation Stands 1, 2, and 3 are designated for this use and are available on a first come first serve basis. Overnight parking must be approved by the Airport Operations Centre due to ongoing charter activity on the Apron. Airport Operations Centre must refer to the Apron III calendar prior to approving itinerant parking on Ops Stand 1,2 or 3 to ensure there are no conflicts.



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Revision Date: August 13, 2024

General Aviation Aircraft Parking

Refer to [AD 005 Appendix N Apron III Diagrams](#) for Apron III drawings showing parking areas. Advise an Airport Duty Manager at 250-807-4321 if unauthorized use is noted.

3. Long Term Parking

There are 4 types of long term aircraft parking stalls:

- "A" and "AA" Stalls are paved with paved access
- "B" Stalls are grass parking with paved access
- "C" Stalls are grass parking and with grass access

Prior to renting a parking stall, approval based on aircraft type and compliance to runway and taxiway zoning must be obtained from the Airport Administration Office at 250-807-4300.

As aircraft parking is limited, there are waitlists for each area. Waitlists are managed by the Airport Administration Office. In order to be added to the waitlist, an individual must complete the Annual Aircraft Parking Application form, which is obtained from the Airport Administration Office.

The following items are the maximum allowable, as part of each general aviation annual parking site:

- One storage box dimensions not to exceed 3 feet deep by 3 feet high by 5 feet wide
- One ladder no longer than six feet
- One broom no longer than six feet
- One shovel no longer than six feet
- One power or manual push mower, sit-down mowers are prohibited.

All other items must be contained inside the storage container. No other items are permitted to be stored on site. Airport Duty Managers conduct regular inspections to verify compliance.

4. Itinerant Helicopter Parking

Itinerant helicopter parking is available at the Helicopter Parking Area located to the north of Kelowna T-Hangars and south of the annual aircraft parking area. Apron III may be designated for overnight helicopter parking under special circumstances and with the approval of the Airport CEO or designate. There are no other public areas for overnight itinerant helicopter parking controlled by the Airport directly.



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AIRPORT DIRECTIVE 007 APPENDIX B

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General Aviation Aircraft Parking

5. Parking Fees

The parking fees that apply to the individual areas are defined in the [Airport Fees Bylaw 7982](#). Rates and payment instructions are located at both public itinerant parking areas.



Kelowna International Airport

AIRPORT DIRECTIVE 007 APPENDIX C

Revision Date: August 13, 2024

Helicopter Operations

1. General

Helicopters are expected to arrive and depart the airport via the runway. Hover taxiing from the runway to other approved locations shall be as directed by Air Traffic Control.

Itinerant helicopter operations will normally be directed to the two helicopter parking areas (yellow markings) located north of the Kelowna T-Hangars, and south of the annual aircraft parking area, west of Taxiway Delta.

The helicopter parking areas are restricted to helicopters with a total length not exceeding 22.9 metres (75 feet). Due to rotor wash concerns, larger helicopters in this size range should be positioned on the north parking area whenever possible.

Access for fuel trucks will be via Taxiway Delta to the access road at the helicopter parking areas. The helicopter parking areas are closed to helicopter operations when refuelling is taking place.

Passengers and crew of helicopters utilizing the helicopter parking areas are to use Airport Way to access the groundside on the Terminal building.

The vehicle gates accessing the helicopter parking areas from Airport Way are for use by Airport Operations, Airport Security and the Canada Border Service Agency only.

Helicopter operations are not approved on Apron I, Apron III, or any other non-designated areas of the infield without the prior approval of the Airport CEO or designate.

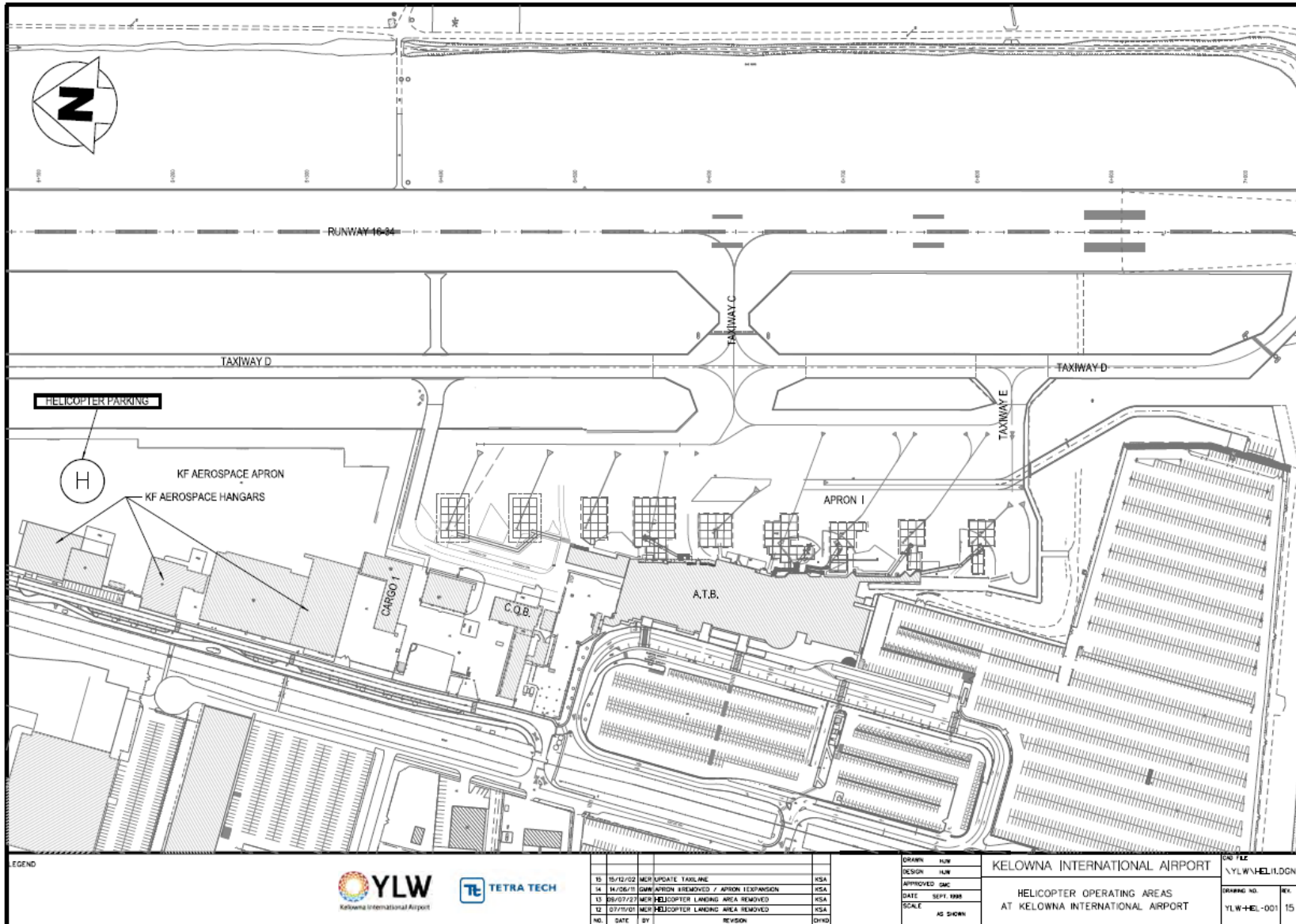
Helicopter operations are authorized at locations shown in [Appendix D](#) with prior approval from the facility operator. These areas are also depicted in the [Canada Flight Supplement](#).

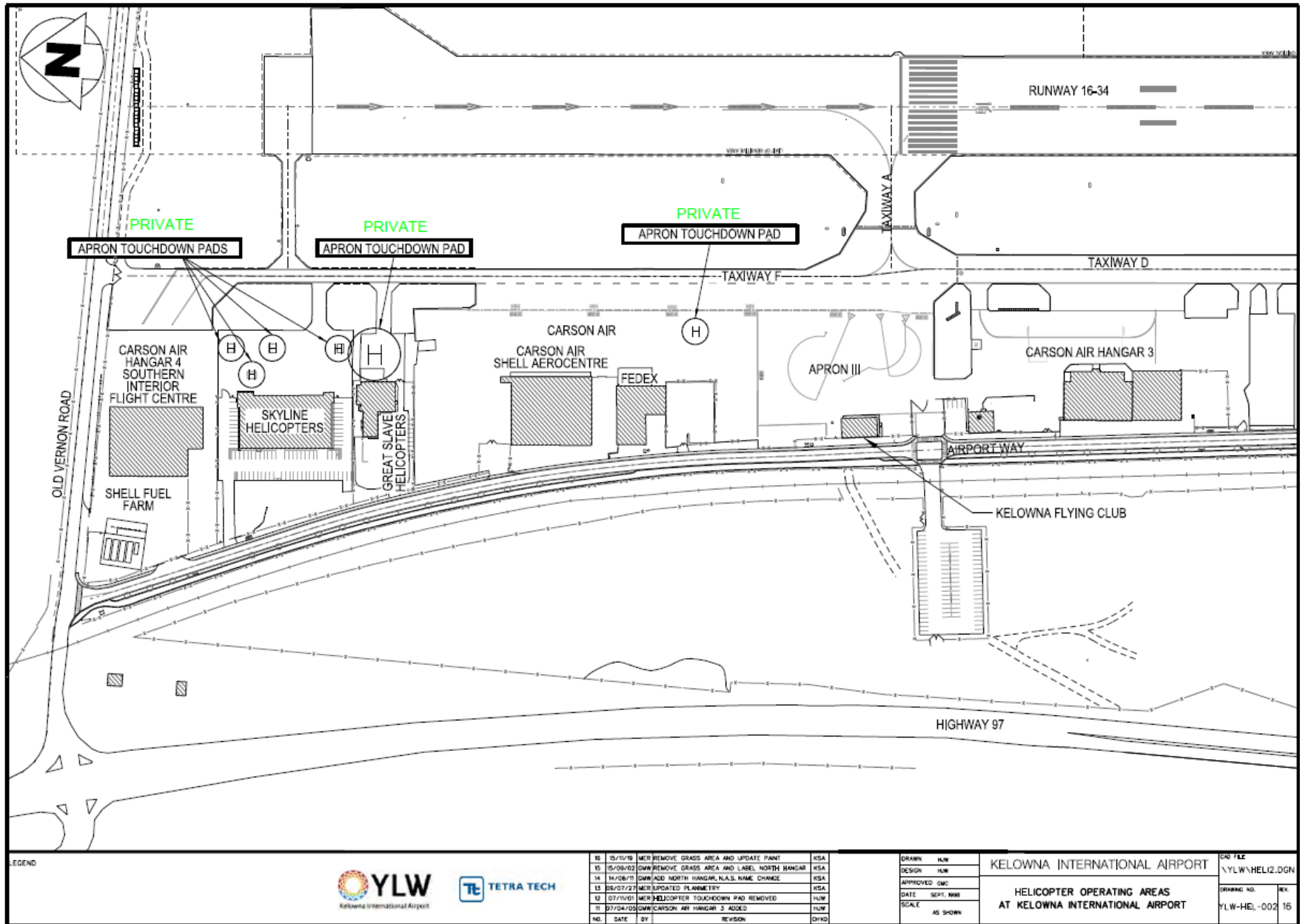
2. Helicopter Training Area

The only areas approved for helicopter flight training are located to the east of the runway and are used in accordance with procedures issued by NAV CANADA. Helicopters use these areas at the pilot's discretion.

To minimize the impact of helicopter noise due to circuit procedures from the Helicopter Training Area, helicopter operators should attempt to conduct circuits over airport property between Old Vernon Road and Mill Creek.

Helicopter Operating Areas





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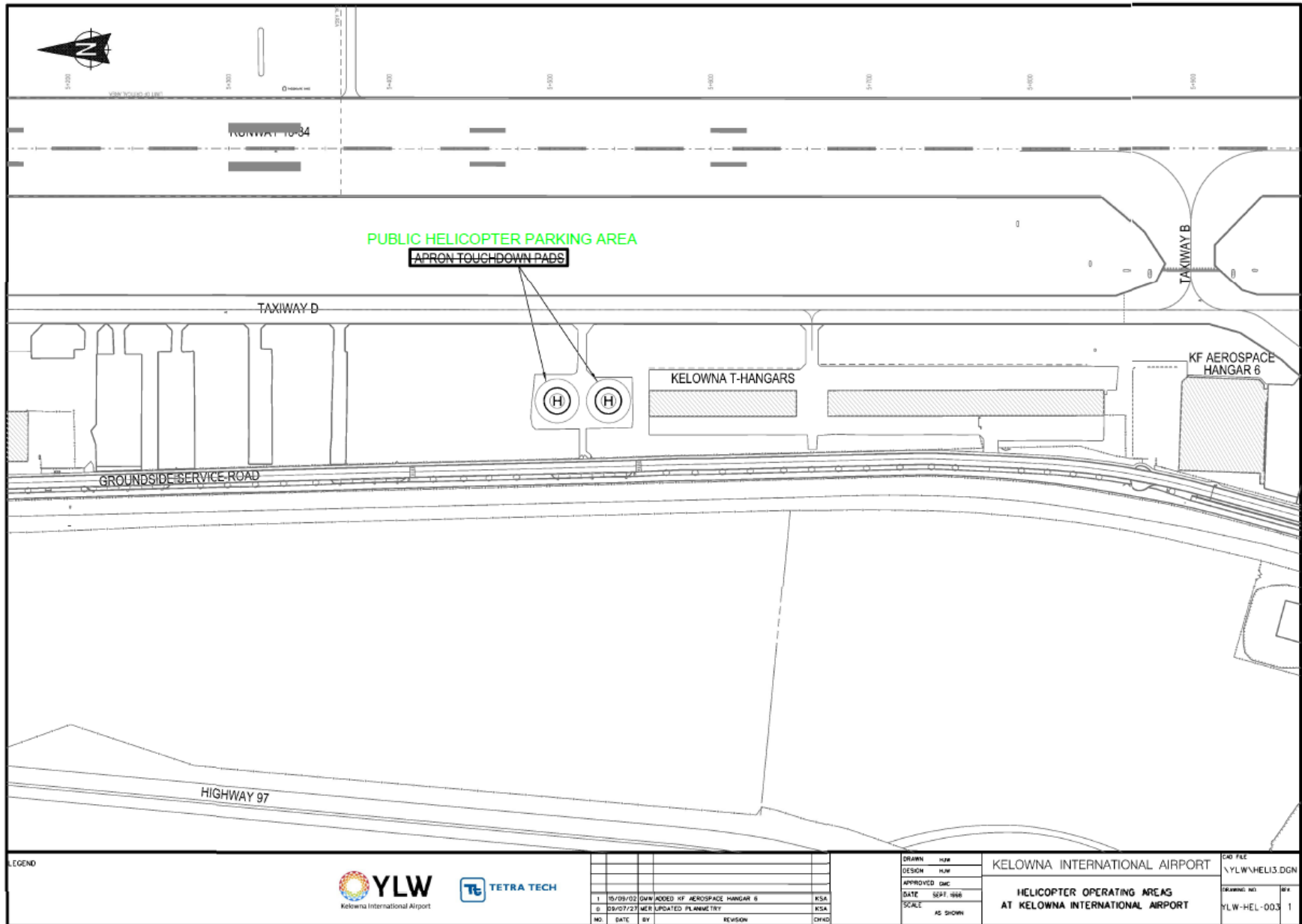
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13	15/09/02	DWA	REMOVE GRASS AREA AND LABEL NORTH HANGAR	KSA
14	14/08/11	DWA	ADD NORTH HANGAR, N.A.S. NAME CHANGE	KSA
13	05/07/23	MER	UPDATED PLANIMETRY	KSA
12	07/11/01	MER	HELICOPTER TOUCHDOWN PAD REMOVED	HLW
11	07/04/05	DWA	CARSON AIR HANGAR 3 ADDED	HLW
10				DWD

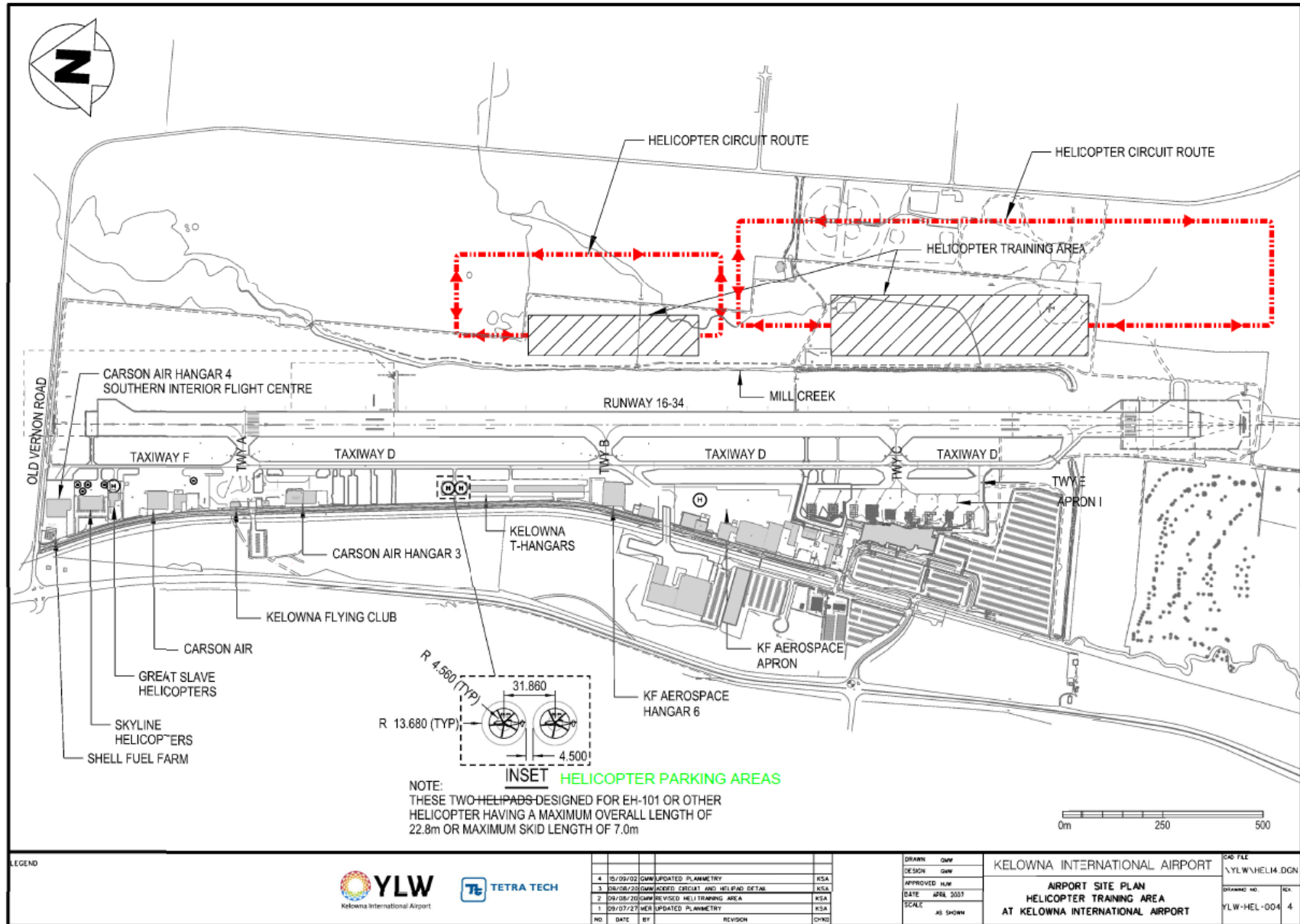
DRAWN	HLW
DESIGN	HLW
APPROVED	QAC
DATE	SEPT. 2020
SCALE	AS SHOWN

KELOWNA INTERNATIONAL AIRPORT

**HELICOPTER OPERATING AREAS
AT KELOWNA INTERNATIONAL AIRPORT**

CD 112	YLV\W\HEL12.DGN
DRAWING NO.	REV.
YLV-HEL-002	16







Kelowna International Airport

AIRPORT DIRECTIVE 007 AND APPENDICES

Change Log

Date	Section(s) Changed	Summary of Change(s)
August 13, 2024	AD 007 App A Section 1 AD 007 App B Section 4 AD 007 App C Section 1	<ul style="list-style-type: none"> • "KF Aerospace" was "Kelowna Flightcraft" • Corrected "helicopter touchdown pad(s)" to "helicopter parking area(s)" • "Airport CEO" was "Airport Director" • Corrected "helicopter touchdown pad(s)" to "helicopter parking area(s)" • Removed "The helicopter parking areas are designed for EH101 Cormorant size helicopters, or smaller, and each can accommodate one helicopter of this type or smaller." • "Airport CEO or designate" was "Airport Director"
April 17, 2023	AD 007 App A Section 1 AD 007 App A Section 2	<ul style="list-style-type: none"> • Changed "South end of Taxiway Delta" to "Taxiway Delta between TWY C and TWY E" • Changed "The south end of Taxiway Delta (from Taxiway Charlie south) shall be closed by NOTAM or voice advisory for the duration of the run-up" to "Taxiway Delta (from Taxiway Charlie to Taxiway Echo) shall be closed ...TWY D CLSD BTWN TWY C and TWY E" • Updated drawings to show Taxiway Delta run up
November 29, 2022	AD 007 AD 007 Section 1 AD 007 Section 5 AD 007 Section 6 AD 007 Section 7 /9 AD 007 App B Section 2.1/2.2	<ul style="list-style-type: none"> • Removed link for Temporary Amendments • Updated AD 005 link from insideylw to website • Updated AD 006 Appendix C link from insideylw to website • Updated link to AD 011 from insideylw to website. Was Section 10, now Section 12. • Updated AD 007 Annex 1 link from insideylw to website • Updated AD 005 Appendix N link from insideylw to website
February 23, 2021	AD 007 Section 8 / 9	<ul style="list-style-type: none"> • Added Section 8 on Drones (RPAS) in the Vicinity of YLW • Annex links changed from Section 8 to 9



Kelowna International Airport

AIRPORT DIRECTIVE 007 AND APPENDICES

Change Log

Date	Section(s) Changed	Summary of Change(s)
December 15, 2020	AD 007 AD 007 Appendix B AD 007 Appendix C AD 007 Appendix D	<ul style="list-style-type: none">• Updated and/or added all links• Added link to AD 005.• Added link to Appendix D.• Original issue. Added changes in green on diagrams.
July 1, 2020	AD 007	<ul style="list-style-type: none">• Added link for temporary amendments and AD 005• Updated links to appendices• All appendices added to AD document to match updated formatting standard.
December 18, 2019	ALL (AD 007, Appendices A/B/C)	<ul style="list-style-type: none">• New format completed.