



YLW

Kelowna International Airport

AIRPORT DIRECTIVE 004

Revision Date: December 3, 2025

Airside - General

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
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REVISION STATUS

Document Number	Document Title	Revision Date
AD 004	Airside - General	December 3, 2025
AD 004 Appendix A	Airside Vehicle Identification	December 3, 2025
AD 004 Appendix B 	Airside Vehicle Operators Permit (AVOP) Program	December 3, 2025
AD 004 Appendix C	Foreign Object Debris / Damage (FOD) Program	October 2, 2025
AD 004 Appendix D	Aircraft Tug Way Crossing and Control Procedures	July 20, 2023
AD 004 Appendix E	Radio Procedures for Mandatory Frequency Usage	April 6, 2020

 **NOTE:** Incorporated by Reference in AOM. Revisions require AOM update and submission to TC.

1. Introduction

The purpose of this Directive is to set out and describe general airside activities and requirements at YLW. YLW prioritizes safe airside operations, the mitigation of safety hazards and the prevention of incidents or accidents. Specific Apron operating policies and procedures are contained in [AD 005](#).

2. Airside Vehicle Operations

Vehicles operating on the maneuvering surfaces or non-tenant airside areas of YLW must meet the following conditions:

- Vehicle must be properly equipped (working amber beacon, radio, markings, etc.);
- Vehicle operator driver must hold a valid Airside Vehicle Operators Permit (AVOP D) or Apron Restricted Vehicle Operators Permit (AVOP D/A) – see [Appendix B](#); and
- The vehicle operator must be YLW approved to operate vehicles or equipment in these areas.
 - Some AVOP holders (AVOP D/S) may only be approved to operate in specific areas. For example, fuel truck drivers are only approved to operate on Taxiway Delta north of Taxiway Bravo, Taxiway Bravo, and all Aprons. They are not permitted to operate on the runway. See [Appendix B](#).

Vehicle identification numbers and vehicle radio identifiers can be found in [Appendix A](#).



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2.1 Airside Escorts

If the above conditions are not met, vehicles must have an approved escort to be coordinated through the Airport Operations Centre at 250-807-4350.

2.1.1. Request for Service (RFS) Procedure

Use the [Request for Service Form](#) to complete your request. Fill out the form in detail to ensure all escort requirements are clear. Send to the Commissionaires Operations Centre via the email address shown at bottom of the form. Please submit the RFS form at least 48 hours before the time of the escort duties.

NOTE: Requests for escort services get processed by the Commissionaire Operations Centre and then approved and forwarded to the requester and the YLW Site Supervisor. Do not request escort services from YLW Site Supervisor or the YLW Security Post.

You will receive a confirmation email with an RFS# that is your reference number for that security escort tasking. Please attach a copy of the RFS receipt to your invoice or note it on the invoice when signing.

If you cancel security escort services, please do so at least 24 hours before the escort shift begins to avoid billing.

2.2 Airside Vehicle Operators Permit Program

Transport Canada requires the airport to have rules and procedures regarding vehicle and equipment operations on the airside of Kelowna International Airport. YLW has a program to control airside vehicle operator permits. Details for the program are included in [Appendix B](#).

2.3 Contractor Vehicle Access to the Restricted Area

Contractor vehicles requiring access into the Restricted Area (RA) must pass through Non-Passenger Screening – Vehicle (NPSV) facility under the following conditions:

- Upon arrival, contractors will declare the reason for needing vehicle access into the RA and the security guard at NPSV Post 2 will contact the Operations Centre for permission to allow the contractor vehicle to enter the RA*
- The Operations Centre will advise Post 2 security guard if the contractor vehicle is permitted access into the RA
- All contractor vehicles will require escorting while inside the RA ([see 2.1](#))



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- Contractor vehicle operator and occupants without YLW issued RAIC require issuance of temporary pass and escort by a valid YLW RAIC holder
- No contractor vehicle will proceed past the Fire Hall and Heavy Equipment Storage Building onto Apron I without having a YLW approved vehicle escort

*Contractor access is only permitted for purposes of provision of service. Contractors who do not have a delivery or need to bring in equipment will park groundside and enter on foot. Contractors requesting entry into the RA for personal reasons are not permitted.

3. Foreign Object Debris/Damage (FOD) Program

FOD (Foreign Object Debris or Foreign Object Damage) is defined as debris located on the airside that has the potential to cause injury to persons and/or damage to aircraft and equipment. The Kelowna International Airport has a FOD control program aimed to mitigate the effects of FOD and is a key program in the Airport's Safety Management System. The responsibility for FOD control lies with all airside airport campus personnel. Details for the program are included in [Appendix C](#).

4. Notice to Airmen (NOTAM)

YLW NOTAMs describe information of particular interest to aircraft operators, or within 25 nautical miles of the Airport, including services, facilities, operations, hazards, and activities that are pertinent to aircraft operators.

Policies and procedures for issuance of NOTAMs are included in [Annex 1](#).

5. Tugway Procedures

Moving aircraft under tow via the Tugway across Airport Way and the Okanagan Rail Trail must be done in conformance with the Tugway Procedures found in [Appendix D](#).

6. Annexes

- [Annex 1 Notice to Airmen \(NOTAM\)](#)
- [Annex 2 Runway Inspection Route](#)
- [Annex 3 Airside Lighting Standards](#)



Airside Vehicle Identification

1. Vehicle Identification Numbers and Radio Identifiers

As part of a national standardization program at airports, vehicles operating on aircraft maneuvering surfaces have been assigned certain series of identification numbers. Listed below are vehicles and equipment with the identifications to be used at the Kelowna International Airport.

VEHICLE DESCRIPTION	VEHICLE IDENTIFICATION	RADIO IDENTIFIER
KOMATSU LOADER	L226	LOADER 226
VOLVO LOADER	L227	LOADER 227
JOHN DEERE LOADER	L228	LOADER 228
OSHKOSH STRIKER ARFF TRUCK	R1	RED 1
OSHKOSH STRIKER ARFF TRUCK	R2	RED 2
OSHKOSH STRIKER ARFF TRUCK	R3	RED 3
PIERCE ARFF TRUCK	R4	RED 4
TOYOTA HIGHLANDER SUV	S21	STAFF 21
GMC SIERRA PICK-UP	S22	STAFF 22
FORD F250 PICK-UP	S23	STAFF 23
FORD F250 PICK-UP	S24	STAFF 24
CHEVROLET SILVERADO PICK-UP	S25	STAFF 25
TOYOTA HIGHLANDER SUV	S26	STAFF 26
GMC SIERRA PICK-UP	CAR15	CAR 15
FORD EV LIGHTNING PICK-UP	CAR16	CAR 16



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VEHICLE DESCRIPTION	VEHICLE IDENTIFICATION	RADIO IDENTIFIER
BOBCAT TOOLCAT	T150	TRACTOR 150
BOBCAT TOOLCAT	T156	TRACTOR 156
TORO MOWER	T151	TRACTOR 151
POLARIS RANGER UTV	T152	TRACTOR 152
NEW HOLLAND TRACTOR	T153	TRACTOR 153
NEW HOLLAND TRACTOR	T154	TRACTOR 154
BOBCAT SKIDSTEER	T155	TRACTOR 155
OSHKOSH MULTI-TRUCK	T80	TRUCK 80
IHC 4X4 PLOW TRUCK	T81	TRUCK 81
IHC 4 X 4 DUMP TRUCK	T82	TRUCK 82
IHC 4X4 PLOW TRUCK	T83	TRUCK 83
OSHKOSH MULTI-TRUCK	T84	TRUCK 84
OSHKOSH MULTI-TRUCK	T85	TRUCK 85
WESTERN STAR 6X6 HOOKLIFT TRUCK	T86	TRUCK 86
WESTERN STAR 8 X 8 DUMP TRUCK	T87	TRUCK 87
MB PLOW TRUCK	T88	TRUCK 88
MB PLOW TRUCK	T89	TRUCK 89



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VEHICLE DESCRIPTION	VEHICLE IDENTIFICATION	RADIO IDENTIFIER
ISUZU MULTI-USE TRUCK	T90	TRUCK 90
COMMISSIONAIRES NISSAN ROGUE SUV	SEC209	SECURITY 209
COMMISSIONAIRES TOYOTA COROLLA CAR	SEC245	SECURITY 245
COMMISSIONAIRES TOYOTA COROLLA CAR	SEC241	SECURITY 241
COMMISSIONAIRES SPARE VEHICLE (RENTAL)	SEC240	SECURITY 240
COMMISSIONAIRES SPARE VEHICLE (RENTAL)	SEC242	SECURITY 242
COMMISSIONAIRES SPARE VEHICLE (RENTAL)	SEC243	SECURITY 243
COMMISSIONAIRES SPARE VEHICLE (RENTAL)	SEC244	SECURITY 244
NAV CANADA CHEVY SILVERADO	71	TECH 71
NAV CANADA CHEVY SILVERADO	72	TECH 72
NAV CANADA CHEVY SILVERADO	73	TECH 73
EQUANS FORD E250 VAN	TK37	TECH 37
EQUANS CHEVY EXPRESS VAN	TK38	TECH 38
KF AEROSPACE PICK-UP TRUCKS	419, 484, 488, 1191	TRUCK 419, 484, 488, 1191



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VEHICLE DESCRIPTION	VEHICLE IDENTIFICATION	RADIO IDENTIFIER
KF AEROSPACE VANS	449, 489	VAN 449, 489
KF AEROSPACE TUG TRACTORS	307, 324, 391, 706, 707, 721, 756, 902, 906, 1072	TUG 307, 324, 391, 706, 707, 721, 756, 902, 906, 1072
SHELL FUEL TRUCKS	482, 483, 484, 487, 488, 489	TRUCK 482, 483, 484, 487, 488, 489
CARSON GROUP GROUND HANDLING TUGS	485, 486	TUG 485, 486
CARSON GROUP FUEL TRUCKS	492, 491	TRUCK 492, 491
CARSON GROUP F250 PLOW TRUCKS	479, 480	TRUCK 479, 480
CARSON GROUP LOADER	493	LOADER 493
CARSON GROUP DEICE TRUCK	490	TRUCK 490
CARSON GROUP UTILITY VEHICLE	495	TRUCK 495
GAT - STRATEGIC AVIATION PUSH BACK TUGS	341, 308, 353	TUG 341, 308, 353
EA – EXECUTIVE AVIATION PUSH BACK TUG	053	TUG 53
Airport R.C.M.P.	206	MP1

The Airport Chief Executive Officer (CEO) or delegate will advise NAV CANADA when temporary numbers are assigned or permanent numbers are changed.



Kelowna International Airport

AIRPORT DIRECTIVE 004 APPENDIX B

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Airside Vehicle Operators Permit (AVOP) Program

1. General

Transport Canada requires rules and procedures regarding vehicle and equipment operations on the airside of Kelowna International Airport.

Vehicle access to aircraft maneuvering areas (runway and taxiways) is restricted to staff of the Kelowna International Airport, NAV CANADA, and the companies identified in [AD 004 Appendix A](#).

All vehicles used in the direct fueling of aircraft must also be registered by the Airport in accordance with Federal Regulations.

Fuel truck activity is most frequent at Apron 1. Due to existing screening requirements, trucks already access Apron 1 via Airport Way and NPSV.

Effective immediately, fuel trucks will also be required to use Airport Way for their return route. This change eliminates the use of Taxiway Delta for return movements.

All authorized personnel operating vehicles on aircraft maneuvering areas and within the Runway Safety Areas require a valid Kelowna International Airport [AVOP D](#). Individuals operating a vehicle airside without a Kelowna International Airport permit are unauthorized to do so and will be subject to removal and possibly prosecution.

Vehicles of the following organizations are only authorized to operate in the areas noted:

- Canada Border Service Agency – Aprons I and III and the helicopter parking area.

The tenants of sub-leased property are authorized to escort vehicles on their sub-leased areas. Only vehicles and equipment required to service the facilities are allowed entry on airside sub-leases.

Tenants are not authorized to escort vehicles off their sub-leased property.

All other vehicles and equipment will require an escort from Airport Operations or Airport Security.

Vehicles and mobile equipment are to operate with headlights turned on (in the low beam position) always when airside, including the runway, taxiways, helicopter parking area, apron and airside roads.



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Airside Vehicle Operators Permit (AVOP) Program

Vehicles fitted with stud-embedded tires are strictly prohibited from airside surfaces as a precautionary measure to avoid pavement damage and potential F.O.D. concerns.

AVOP violations/infractions will be entered into Vortex under the Operators name. Infractions will be added and a points system will be used as per the following:

Major Infractions: Up to 2-week AVOP suspension / test rewrite - pending investigation

- Careless driving – Major – 10 Points
- Driving airside while under the influence of alcohol/drugs – Major – 10 Points
- Driving on a Controlled Movement Area without a proper permit – Major – 10 Points
- Driving with expired/suspended Provincial Driver's License – Major – 10 Points
- Exceeding the speed limit by 20km/h or more – Major – 10 Points
- Failure to comply with ATC instructions – Major – 10 Points
- Smoking Airside – Major – 10 Points
- Driving Between an aircraft and a marshaller – Major – 9 Points
- Failure to comply with Enforcement Officer – RCMP, Airport Operations – Major – 9 Points
- Failure to yield the right of way to an aircraft or marshalling crew – Major – 9 Points
- Failure to yield the right of way to apron maintenance vehicle or responding emergency vehicles – Major – 9 Points
- Exceeding the speed limit by 10-19 km/h – Major – 6 Points
- Improper Parking of equipment/vehicle causing damage – Major – 6 Points
- Unsafe operation of a vehicle – Major – 6 Points

Minor Infractions: up to 72hr AVOP suspension – pending investigation

- Driving behind an aircraft with engines running – unless approved by marshaller – Minor – 3 Points
- Exceeding the speed limit by 1-9 km/h – Minor – 3 Points
- Failure to drive in vehicle corridor/outside tail of stand line – Minor – 3 Points
- Failure to obey road markings – Minor – 3 Points
- Failure to wear a seat belt – Minor – 3 Points
- Improper Passing on Apron – Minor – 3 Points
- Improper Parking of vehicle/equipment – Minor – 3 Points
- Unsafe reversing of a vehicle – Minor – 3 Points
- Knowingly depositing/creating or failure to retrieve FOD – Minor – 3 Points
- Driving with an unsecured load – Minor – 2 Points



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Airside Vehicle Operators Permit (AVOP) Program

- Failure to comply with vehicle/equipment safety markers – Beacon/headlights/taillights off – Minor 2 Points
- Towing excessive number of carts/dollies (more than 4) – Minor – 2 Points

2. Airside Vehicle Operator's Permit (AVOP D)

An Airside Vehicle Operator's Permit "AVOP D" is required to operate a motor vehicle on aircraft maneuvering areas at the Kelowna International Airport. An AVOP can be obtained by successfully completing the AVOP Certification Program. This program includes airport orientation, equipment safety, radio communications, a theoretical exam and practical exam.

Airport Operations will coordinate the training program and conduct the practical driving tests.

Prior to being eligible to take the training course, an [AVOP application](#) must be completed outlining the need to operate a vehicle airside and approved by Airport Operations.

A valid driver's license, issued within Canada, for the equipment to be operated and a Restricted Radio Operator's License are also required.

Each individual must ensure that s/he is familiar with this circular and have studied [YLW's Airside Vehicle Operator's Permit Manual](#); have taken all the training required; and are qualified to operate motor vehicles or equipment under their control. Compliance with the provisions of the Manual is mandatory at YLW.

In some instances, if there are certain non-airport personnel who require access to airport maneuvering areas on a frequent basis, they may be provided with the necessary training required to obtain an AVOP to operate airside unescorted. This service will be provided subject to operational requirements. Airport Operation will be responsible for determining the necessity for training any non-airport personnel.

Airside vehicle operators must, in addition to the above, be familiar with the airport layout and the YLW Airport Directives listed below:

- [AD 002 – Airport Security](#)
- [AD 004 – Airside – General](#)
- [AD 005 – Airside – Aprons](#)
- [AD 006 – Airside – Runways & Taxiways](#)



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- [AD 007 – Aircraft Operations](#)

There are eight “vehicles only” access roads with direct access to the runway:

- Runway 16 West Access Road
- Runway 16 East Access Road
- Runway 34 West Access Road
- Runway 34 East Access Road
- South Perimeter Road
- Firehall Access Road
- Terminal Access Road
- Glide Path Access Road
- Tower Access Road

Drivers are required to carry their AVOP card or YLW issued ID that shows their AVOP designation while operating a vehicle airside and produce it on request by Kelowna International Airport personnel or airport security-

An “AVOP D” is valid for a maximum of 5 years. A written and practical examination are required for renewal.

An “AVOP D” holder that has not operated on maneuvering surfaces for a period of six months will be required to take both the written and practical examination prior to operating. Operators are responsible to self-govern their activities and schedule a practical test after six months of inactivity.

3. Apron Restricted Vehicle Operator’s Permit (AVOP D/A)

The Apron Restricted Vehicle Operator’s Permit “AVOP D/A” has been designed to ensure that those individuals who operate a vehicle or equipment on Aprons I or III at Kelowna International Airport are familiar with all operating and safety procedures. The employer is responsible for the training of their employees/contractors. The Glycol Storage Facility is considered part of Apron I. Kelowna International Airport is not assuming responsibility for this training but will be testing to ensure a basic level of knowledge has been obtained.



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A test will be administered with a passing mark required prior to authorization being granted to an individual for the operation of a vehicle/equipment on Aprons I or III.

Apron Restricted Vehicle Operators must be fully familiar with the apron and taxiway layouts (as shown on the attached drawings) and the following YLW Airport Directives:

- [AD 002 – Airport Security](#)
- [AD 004 – Airside – General](#)
- [AD 005 – Airside – Aprons](#)

Apron Restricted Vehicle Operators (AVOP D/A) are not permitted on any aircraft maneuvering surfaces (runway or taxiways) or helicopter parking area.

Entrances to taxiways, from the aprons, are designated by double amber lights at Taxiway C, E, and G off Apron I, and at Taxiway A off Apron III with dashed paint markings. Employees must be fully familiar with the location of these lights as they indicate the beginning of an Aircraft Movement Area.

Under all circumstances access to Apron I shall be through NPS-V unless exempted by regulation.

Parking of vehicles or equipment shall be in the designated areas and vehicles should back into position when possible. At no time is a vehicle or equipment to be left running on an apron unattended.

Aircraft always have the right of way.

An "AVOP D/A" is valid for a maximum of 5 years. A written examination is required for renewal.

An "AVOP D/A" holder that has not operated on maneuvering surfaces for a period of 6 months will be required to take a written examination prior to operating. Operators are responsible to self-govern their activities, and schedule re-writes after six months of inactivity.

4. Apron Restricted Vehicle Operator's Permit (AVOP D/S)

An "AVOP D/S" is a special permit designed to indicate the "Specific" area(s) that the holder is permitted to operate in. The specific maneuvering areas will be indicated on the AVOP Card, which must be carried by the AVOP D/S permit holder at all times.



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At no times may an AVOP D/S permit holder access the runway without an escort.

An AVOP D/S can be obtained by successfully completing the AVOP Certification Program. This program includes airport orientation, equipment safety, radio communications, a theoretical exam and practical exam.

Airport Operations will coordinate the training program and conduct the practical driving tests.

Prior to being eligible to take the training course, an AVOP application must be completed outlining the need to operate a vehicle airside and approved by Airport Operations.

A valid driver's license issued in Canada for the equipment to be operated and a Restricted Radio Operator's License are required.

Each individual must ensure that they are familiar with this circular and have read YLW's Airside Vehicle Operator's Permit Manual; have taken all the training required; and are qualified to operate motor vehicles or equipment under their control.

Airside vehicle operators must, in addition to the above, be familiar with the airport layout and the YLW Airport Directives listed below:

- [AD 002 – Airport Security](#)
- [AD 004 – Airside – General](#)
- [AD 005 – Airside – Aprons](#)
- [AD 006 – Airside – Runways & Taxiways](#)
- [AD 007 – Aircraft Operations](#)

An "AVOP D/S" is valid for a maximum of 5 years. A written and practical examination are required for renewal.

An "AVOP D/S" holder that has not operated on maneuvering surfaces for a period of six months will be required to take both the written and practical examination prior to operating. Operators are responsible to self-govern their activities, and schedule re-writes after six months of inactivity.



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5. Definitions

Aircraft Maneuvering Area: That part of an aerodrome intended to be used for the take-off and landing of aircraft and for the movement of aircraft associated with take-off and landing, excluding aprons.

Aircraft Movement Area: That part of an aerodrome intended for the surface movement of aircraft, including the maneuvering area and aprons.

Runway Safety Areas: The critical area within 200 feet of the runway centerline, and prior to each runway threshold which must be free of non-critical equipment and vehicles during aircraft operations. See [AD 006 Annex 2 – Runway Safety Areas and ILS Critical Areas](#).

Reduced Visibility Operations: The plan in place defining restrictions and measures to allow for aircraft and vehicles to operate safely when the horizontal visibility falls between $\frac{1}{2}$ and $\frac{1}{4}$ statute mile. See [AD 006 Appendix C – Reduced Visibility Operations Plan](#).

6. Airside Vehicle Identification Permit (AVIP)

To enhance safety and operational standards on Apron 1, all motorized and non-motorized equipment operating airside must possess a valid Airside Vehicle Identification Permit (AVIP). This permit ensures that vehicles meet the mechanical, cleanliness, and operational standards outlined in the Airside Vehicle Operator Permit (AVOP) Manual.

6.1. Permit Requirements

- All equipment operating on Apron 1 must be registered and licensed through Vortex.
- A Vehicle Inspection Checklist must be completed and submitted via Vortex to verify:
 - Compliance with AVOP Manual requirements for airside operations.
 - Mechanical soundness and operational safety.
 - Cleanliness and overall condition of the vehicle.
- Permits are valid for one year and must be renewed annually.

6.2. Decals and Stickers

- Upon approval, each piece of equipment will be issued an initial AVIP decal.



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Airside Vehicle Operators Permit (AVOP) Program

- A yearly validation sticker will be provided and must be affixed to the AVIP decal to indicate current permit status.
- Equipment without a valid AVIP decal and sticker will not be permitted to operate on Apron 1.

6.3. Enforcement

- Airport Operations will conduct regular audits to ensure compliance.
- Vehicles will be inspected for valid AVIP decals and current yearly stickers when transiting through the Non Passenger Screening - Vehicle (NPSV) checkpoint.
- Non-compliant equipment may be subject to removal from the airside and/or enforcement actions as per AD 004.



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AIRPORT DIRECTIVE 004 APPENDIX C

Revision Date: October 2, 2025

Foreign Object Debris / Damage (FOD) Program

1. General

FOD (Foreign Object Debris or Foreign Object Damage) is defined as debris located on the airside that has the potential to cause injury to persons and/or damage to aircraft and equipment.

The Kelowna International Airport has a FOD control program aimed to mitigate the effects of FOD and is a key program in the Airport's Safety Management System.

2. FOD Program

The responsibility for FOD control lies with all airport personnel.

The responsibility for maintaining the FOD control program lies with Airport Operations.

FOD control procedures include:

- general awareness and picking up FOD on all apron surfaces
- inspection of Operation Stands prior to aircraft arrival and after departure
- advising Airport Operations when FOD is observed on aircraft maneuvering areas (runway and taxiways.)

FOD bins are available on apron I and Apron III and are to be used for FOD only. The FOD bins are not to be used for airline garbage and/or recycling.

Airline garbage and/or recycling shall be removed from Apron I and Apron III immediately following the departure of aircraft or after the completion of grooming on overnight aircraft. At no time shall garbage and/or recycling be stored on the Aprons.

Airport Operations Specialist/Firefighters will ensure the effectiveness of the program by performing:

- regular inspections a minimum of every six hours on aircraft maneuvering areas
- continuous surveillance between inspections
- taking immediate corrective action as required

Runway FOD inspections are conducted following any aircraft standby incident or accident. These inspections are conducted prior to the next aircraft operation on the runway.



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Revision Date: July 20, 2023

Aircraft Tug Way Crossing and Control Procedures

1. General

Permission to operate the Tug Way Crossing has been granted to KF Aerospace through the Kelowna International Airport Tugway Operational Use Agreement between the City of Kelowna and Kelowna Flightcraft Ltd dated July 17, 2019.

NOTE: *KF Control of Aircraft Tug Way Crossing is at the discretion of the YLW Airport Chief Executive Officer (CEO). Failure to follow procedures / protocol may result in the loss of privileges. KF staff will be trained and licensed internally by KF QA Department to complete crossings safely under the delegated authority of the Airport CEO and the Tugway Operational Use Agreement.*

2. KF Aerospace Staffing

Crossing Team to include:

- Qualified (Licensed) KF Shift Lead or Senior AME – Designated as 'Crossing Lead' Responsible for gate operation & directing crossing safely
- Tug Operator
- Brake Rider
- Wing Walker (2)
- North road/trail barrier monitor

At least two qualified (licensed) staff members are required for a crossing.

All staff to wear hi-vis vests (or alternative).

3. Pre-Prep

Hangar planner to check bus schedule (to prevent bus system interruptions)

- <http://www.transitbc.com/regions/kel/>

Hangar Planner to e-mail a calendar request with the date and times with 24 hours' notice when possible. (minimum 30 minutes).

- E-mail: YLWDM@kelowna.ca, ylwops@kelowna.ca, AircraftCrossingsGroup@kfaero.ca.



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Revision Date: July 20, 2023

Aircraft Tug Way Crossing and Control Procedures

Crossing Lead to obtain keys to gate control box from Production Support Office in West or Central Hangars (sign-out system in effect)

Aircraft must be tugged across Airport Way – no aircraft under own power are allowed to cross

4. Crossing Prep

KF Crossing Lead (or designate) to call Airport Operations Centre 30 mins prior crossing to confirm. Call 250-807-4350.

KF Crossing Lead to assign positions to staff

On West Ramp, Tech to "OPEN" the North & South modified gate portion. Ensure gate is locked in the "OPEN" position.

On West Ramp, Tech to "LOWER" the North & South modified gate portion. Be careful with the barbwire overhead.

5. Gate Operation

"Licensed" gate operator to send tech North on Airport Rd to confirm road is clear of traffic.

Gate operator (or Tech designate) to place QTY 4 signage to ensure foot/bike traffic will stop for crossing. One cone per side walk/rail trail.

Gate operator to call Airport Operations Centre PRIOR to gate opening to state "crossing commencing".

- Call 250-807-4350

Gate Operator to contact Tech North on Airport Rd confirm the road is clear of traffic.

Gate Operator to turn on Arm lights (press Blue Button)

Gate Operator to Lower North and South Road barriers.

- Once barriers are lowered, the tech North on Airport Rd rejoins crossing team.

Gate Operator opens East (Gate 1) and West (gate 3) crossing gates.



Kelowna International Airport

AIRPORT DIRECTIVE 004 APPENDIX D

Revision Date: July 20, 2023

Aircraft Tug Way Crossing and Control Procedures

Perform Aircraft/Equipment movement between Hangar 8 Tarmac and Airside (or vis versa) across Airport Way

Once aircraft/equipment is clear of gates, Gate Operator closes East and West gate.

Gate Operator lifts the North and South road Barriers & turns off the arm light (press Blue Button).

NOTE: Gates cannot be left open unattended – that is a serious security breach

6. Issues

If any issues are encountered, YLW Operations Centre must be immediately contacted for assistance. Call 250-807-4350

Emergency Situations – call 911 for fire, police or ambulance

7. Wrap Up

Gate operator to call Airport Operations Centre (250-807-4350) to state “crossing COMPLETE”.

Gate Operator (or designated Tech) to remove all signage that was placed on sideway/rail trail and ensure the control panel is locked.

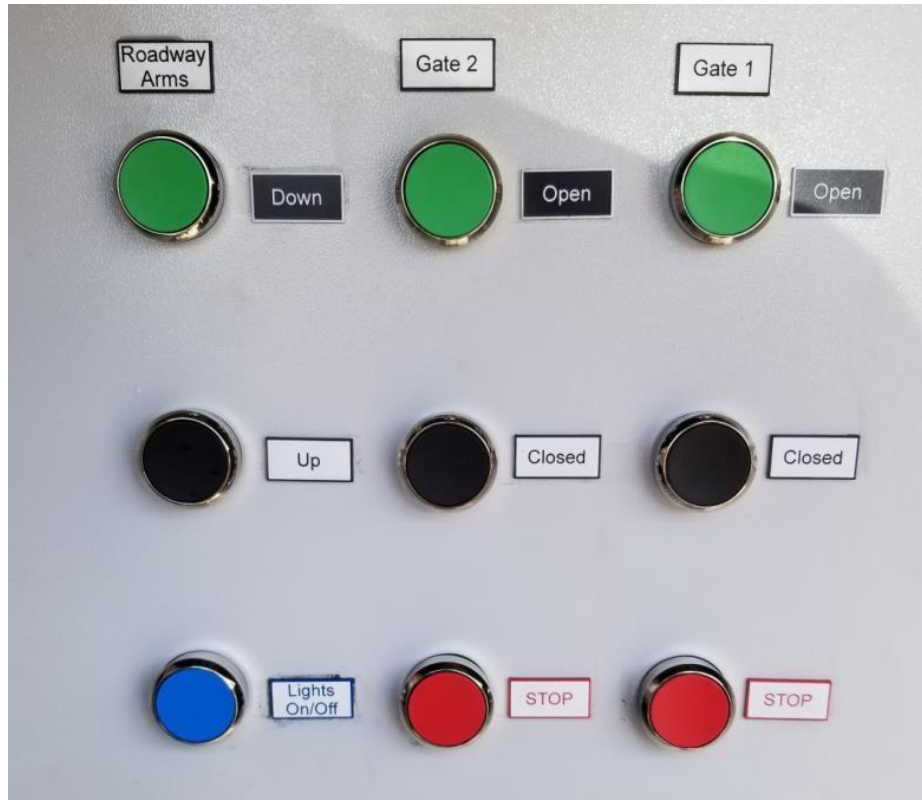
On West Ramp, Tech to “RAISE” the North & South modified gate portion. Be careful with the barbwire overhead. Ensure modified gate portion is locked in the “CLOSED” position.

On West Ramp, Tech to “CLOSE” the North & South modified gate portion. Ensure modified gate portion is locked in the “CLOSED” position.

Gate Control keys are returned to Production Support Office in West or Central Hangars (sign- out system in effect).

Aircraft Tug Way Crossing and Control Procedures

8. Tugway Control Panel Layout





Kelowna International Airport

AIRPORT DIRECTIVE 004 APPENDIX E

Revision Date: April 6, 2020

Radio Procedures for Mandatory Frequency Usage

1. General

The purpose of this circular is to provide procedures to be followed by airport tenants and airport staff operating on airport maneuvering surfaces during periods when Air Traffic Services (ATS) or Penticton Flight Service Station (FSS) are not available to provide an advisory service.

Airside Vehicle Operators must be familiar with and meet the requirements set out in [Airport Directives 004 Appendix B](#) for Airside Vehicle Operations

When possible, the airport Operations room will monitor both ground (121.7) and air (119.6) frequencies with extra vigilance.

2. Procedures

Those vehicle operators authorized to operate on aircraft maneuvering areas when there is no ATS or FSS available must broadcast their intentions on the mandatory frequency (119.6 MHz) before entering and upon exiting maneuvering areas as outlined below.

Every vehicle must be equipped to transmit/receive on the mandatory frequency (119.6 MHz) or be escorted by a vehicle so equipped.

6.4. Information Exchange

When ATS/FSS services are not available Airport Operations Staff may communicate directly with pilots to exchange only the following information:

- Aircraft Maneuvering Surface Condition Reports (AMSCR);
- Canadian Runway Friction Index (CRFI) Readings;
- Positional Information.

No other operational information is to be provided by the Airport Operations Specialist.

6.5. Vehicle Operators on Aircraft Maneuvering Areas

When the ATS/FSS services are not available, all vehicle operators authorized to operate on aircraft maneuvering areas are required to follow the following specific procedures:



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Kelowna International Airport

AIRPORT DIRECTIVE 004 APPENDIX E

Revision Date: April 6, 2020

Radio Procedures for Mandatory Frequency Usage

- Prior to entering airside, the mandatory frequency (119.6 MHz) is to be selected on the vehicle radio.
- A blind transmission ON MANDATORY FREQUENCY is to be made indicating the equipment being used and your intentions.

EXAMPLES:

"KELOWNA AIRPORT TRAFFIC THIS IS TRUCK 84 AT KELOWNA AIRPORT TRANSMITTING ON MANDATORY FREQUENCY PROCEEDING FROM APRON 1 VIA TAXIWAY CHARLIE ONTO RUNWAY 16-34 FOR SNOW REMOVAL."

"KELOWNA AIRPORT TRAFFIC THIS IS RE-FUELLER 497 AT KELOWNA AIRPORT TRANSMITTING ON MANDATORY FREQUENCY PROCEEDING FROM APRON 3 VIA TAXIWAY DELTA TO APRON 1."

"KELOWNA AIRPORT TRAFFIC THIS IS RED 1 AT KELOWNA AIRPORT TRANSMITTING ON MANDATORY FREQUENCY PROCEEDING FROM APRON 1 VIA TAXIWAY CHARLIE ONTO RUNWAY 16-34 FOR A RUNWAY CHECK."

NOTE: A short waiting period of approximately one minute should be permitted between the blind transmission and entering the maneuvering area.

- If you leave the maneuvering area you are working on, you must again transmit your intentions.

EXAMPLE:

"KELOWNA AIRPORT TRAFFIC THIS IS TRUCK 84 AT KELOWNA AIRPORT TRANSMITTING ON MANDATORY FREQUENCY TO EXIT RUNWAY 16-34 AND PROCEEDING ONTO DELTA FOR SNOW REMOVAL."

- If an aircraft broadcasts its intention to use a maneuvering surface and a vehicle is operating on airside, the vehicle operator should make a blind transmission to advise the pilot of his/her presence on the airfield.

EXAMPLE:

"KELOWNA AIRPORT TRAFFIC THIS IS TRUCK 84 AT KELOWNA AIRPORT TRANSMITTING ON MANDATORY FREQUENCY CARRYING OUT SNOW REMOVAL OPERATIONS ON TAXIWAY DELTA."



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Kelowna International Airport

AIRPORT DIRECTIVE 004 APPENDIX E

Revision Date: April 6, 2020

Radio Procedures for Mandatory Frequency Usage

- If the pilot has indicated his/her intention to use Taxiway Delta, the vehicle operator must ensure he/she gets off the taxiway, and where he/she intends to go.

EXAMPLE:

"KELOWNA AIRPORT TRAFFIC THIS IS TRUCK 84 AT KELOWNA AIRPORT PROCEEDING OFF TAXIWAY DELTA ONTO APRON 1."

- Once off the taxiway, the vehicle operator must transmit the following:

"KELOWNA AIRPORT TRAFFIC THIS IS TRUCK 84 AT KELOWNA AIRPORT ADVISING I AM NOW OFF TAXIWAY DELTA ON APRON 1."

- When leaving the airside area, it is necessary to broadcast both this intention and the fact that you are off all maneuvering surfaces.

EXAMPLE:

"KELOWNA AIRPORT TRAFFIC THIS IS RE-FUELLER 497 AT KELOWNA AIRPORT I AM NOW OFF ALL MANEUVERING SURFACES."



Change Log

Date	Section(s) Changed	Summary of Change(s)
December 3, 2025	AD 004 App A Section 1	<ul style="list-style-type: none"> • Updated vehicle identifier and radio chart. Added Oshkosh striker, Red 3. • Pierce ARFF truck, Red 4 was Red 3. • "Equans" was "Bouygues" (2 plcs). • Added Isuzu multi-use truck, T90 • Added Bobcat toolkat, T156 • Added EA – Executive Aviation pushback tug, 053 • Removed "* Indicates vehicles which are approved to work on or adjacent to controlled surfaces (on Taxiway Delta and on Taxiway Foxtrot and/or between Taxiway Foxtrot and Runway strip) during winter months only, typically November 1st to March 31st for the purposes of snow removal."
	AD 004 App B Section 2	<ul style="list-style-type: none"> • Updated link to AD 002 to Sharepoint • Added "Runway 16 East Access Road" • "Access Rd" was "Approach Road" (3 plcs)
	AD 004 App B Section 3	<ul style="list-style-type: none"> • Updated link to AD 002 to Sharepoint
	AD 004 App B Section 4	<ul style="list-style-type: none"> • Updated link to AD 002 to Sharepoint
	AD 004 App B Section 6	<ul style="list-style-type: none"> • NEW SECTION "Airside Vehicle Identification Permit (AVIP)"
	AD 004 App B Section 6.1	<ul style="list-style-type: none"> • NEW section "Permit Requirements"
	AD 004 App B Section 6.2	<ul style="list-style-type: none"> • NEW section "Decals and Stickers"
	AD 004 App B Section 6.3	<ul style="list-style-type: none"> • NEW section "Enforcement"
October 2, 2025	AD 004 Section 2	<ul style="list-style-type: none"> • Sub-bullet was "Some AVOP holders (AVOP D/S) may only be approved to operate in specific areas. For example, fuel truck drivers are only approved to operate on Taxiway Delta, Taxiway Charlie, Taxiway Golf and the Aprons. They are not permitted to operate on the runway. See Appendix B."
	AD 004 Section 2.1.1	<ul style="list-style-type: none"> • Removed "This is a process change."
	AD 004 App A Section 1	<ul style="list-style-type: none"> • Title was "Vehicle Identifiers" • Entire table updated and radio identifiers added
	AD 004 App A Section 2	<ul style="list-style-type: none"> • DELETED. Was "Vehicle Radios". Combined with Section 1.



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AIRPORT DIRECTIVE 004 AND APPENDICES

Date	Section(s) Changed	Summary of Change(s)
October 2, 2025	AD 004 App B Section 1	<ul style="list-style-type: none"> ADDED: "Fuel truck activity is most frequent at Apron 1. Due to existing screening requirements, trucks already access Apron 1 via Airport Way and NPSV. Effective immediately, fuel trucks will also be required to use Airport Way for their return route. This change eliminates the use of Taxiway Delta for return movements."
	AD 004 App B Section 1	<ul style="list-style-type: none"> Rewrote AVOP infractions and points system
	AD 004 App B Section 3	<ul style="list-style-type: none"> Added "and G" to "Entrances to taxiways..."
	AD 004 App C Section 2	<ul style="list-style-type: none"> "Airline garbage and/or recycling shall be removed from Apron I and Apron III immediately following the departure of aircraft or after the completion of grooming on overnight aircraft. At no time shall garbage and/or recycling be stored on the Aprons." Was "Airline garbage and/or recycling shall be removed from Apron I and Apron III immediately following each aircraft departure. At no time shall garbage and/or recycling be stored on the Aprons."
July 1, 2024	AD 004 Section 2	<ul style="list-style-type: none"> Removed GPS transponder from bracketed list in first bullet point Added Taxiway Golf to sub-bullet
	AD 004 App A Section 1	<ul style="list-style-type: none"> Truck 80 was 81 Truck 82 was "IHC Tandem Plow Truck" Truck 83 was "IHC Dump 4 x 4 Plow Truck" Truck 86 was "Western Star Multi-Purpose 6 x 6" Truck 87 was "6 x 6" Added Tractor 155 – Bobcat Removed Tech 70. Was "NAV CANADA GMC Sierra Pickup" Tech 71/72 were "GMC Sierra". Tech 73 was "GMC Safari Van" Added Tug 352 to GAT Tugs
	AD 004 App A Section 2	<ul style="list-style-type: none"> Truck 80 was "IHC Utility Truck" Truck 81, removed "tandem" Truck 82 was "IHC Dump 4 x 4 Plow Truck" Truck 83, removed "tandem" Truck 84 was "Oshkosh Snow Removal" Truck 85 was "Oshkosh Snow Removal" Added Truck 86 - Western Star 6x6 Multipurpose Added Truck 87 - Western Star 8x8 Dump Truck Removed Blower 140 - SMI Snow Blower Tractor 151 was "Ford Tractor" Added Tractor 152 - Polaris Ranger 4x4 Tractor 153 was "New Holland TM140"



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Date	Section(s) Changed	Summary of Change(s)
July 1, 2024 cont.	AD 004 App A Section 2 cont.	<ul style="list-style-type: none"> Added Tractor 155 - Bobcat Skidsteer Added Loader 228 - Volvo Loader
	AD 004 App B Section 1	<ul style="list-style-type: none"> Added "AVOP violations/infractions will be entered... Towing excessive number of carts/dollies (more than 4) – Minor – 2 Points" Removed "The following action will be taken with anyone intentionally or repetitively violating the directions provided in this circular and any other operational directives: i) First infraction – first written warning ii) Second infraction – second written warning iii) Third infraction – suspension of AVOP (D, D/A, D/S) for one year"
	AD 004 App B Section 3	<ul style="list-style-type: none"> Added "and G" to "are designated by double amber lights at Taxiway C, E.."
July 20, 2023	AD 004 Revision Status	<ul style="list-style-type: none"> Added flag and note for Appendix B
	AD 004 App A Section 1	<ul style="list-style-type: none"> Added Strategic Aviation (GAT) Tugs with Identification Tug 308, 341 Changed Airport Director to Airport Chief Executive Officer (CEO)
	AD 004 App D Section 1	<ul style="list-style-type: none"> Changed Airport Director to Airport Chief Executive Officer (CEO) (2 places)
November 15, 2022	AD 004	<ul style="list-style-type: none"> Removed Temporary Amendments link
	AD 004 Section 1	<ul style="list-style-type: none"> Updated AD 005 link from insideylw to website
	AD 004 Section 2.1.1	<ul style="list-style-type: none"> Updated Request for Service Form link from insideylw to Portal
	AD 004 Section 4	<ul style="list-style-type: none"> Updated AD 004 Annex 1 link from insideylw to website
	AD 004 Section 6	<ul style="list-style-type: none"> Updated annex links from insideylw to website
	AD 004 App B Section 2	<ul style="list-style-type: none"> Updated AVOP application, AVOP Manual links from insideylw to Portal Updated AD links (002, 005, 006, 007) from insideylw to website Removed AVOP card link
	AD 004 App B Section 3	<ul style="list-style-type: none"> Updated AD links (002, 005) from insideylw to website
	AD 004 App B Section 4	<ul style="list-style-type: none"> Updated AD links (002, 005, 006, 007) from insideylw to website Removed AVOP card link
	AD 004 App B Section 5	<ul style="list-style-type: none"> Updated links for AD 006 Annex 2 and AD 006 Appendix B from insideylw to website
August 11, 2021	AD 004 App A Section 1	<ul style="list-style-type: none"> Removed Foam Truck (E-One) - Red 4 and Red 5 Changed Staff 21 from Ford Explorer SUV
	AD 004 App A Section 1 /2	<ul style="list-style-type: none"> Changed "Staff 29" to "Car 15"



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Date	Section(s) Changed	Summary of Change(s)
April 28, 2021	AD 004 Section 2.3	<ul style="list-style-type: none"> Added Section 2.3 for Contractor Vehicle Access to the Restricted Area
December 14, 2020	AD 004 Section 6	<ul style="list-style-type: none"> Added link to AD 004 Annex 2 and Annex 3
	AD 004 App B Section 5	<ul style="list-style-type: none"> Added link to AD 006 Annex 2, and AD 006 Appendix C
	AD 004 App B Section 2/4	<ul style="list-style-type: none"> Added link to AD 006
November 19, 2020	AD 004 Appendix A	<ul style="list-style-type: none"> Added Truck 87, removed Blower 140
June 19, 2020	AD 004	<ul style="list-style-type: none"> Added link to temporary amendments; Added link to AD 005
	AD 004 Appendix B	<ul style="list-style-type: none"> Added link to AD 005 (3 places); Added link to AD 007 (2 places)
April 6, 2020	AD 004	<ul style="list-style-type: none"> Added Appendix E
	AD 004 Appendix E	<ul style="list-style-type: none"> NEW Appendix added on Radio Procedures for Mandatory Frequency Usage
January 30, 2020	ALL (AD 004, App A, App B, App C, App D)	<ul style="list-style-type: none"> New format completed. Original issue.