Kelowna International Airport

AIRPORT DIRECTIVE 005

Revision Date: February 5, 2025

Airside – Aprons

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REVISION STATUS

Document Number	Document Title	Revision Date
AD 005	Airside - Aprons	February 5, 2025
AD 005 Appendix A	Apron I Management Plan	February 5, 2025
AD 005 Appendix B	Apron I Operations Stands (Ops Stands) Table	October 4, 2024
AD 005 Appendix C	Apron I Drawing	July 1, 2024
AD 005 Appendix D	Apron I Aircraft Pushbacks	October 4, 2024
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AD 005 Appendix F	Apron I Staging and Parking Areas for Ground Service Equipment (GSE)	February 5, 2025
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Airside – Aprons

Document Number	Document Title	Revision Date
AD 005 Appendix I	Apron I Power Out Contingency Plan	November 9, 2019
AD 005 Appendix J	RESERVED	
AD 005 Appendix K	RESERVED	
AD 005 Appendix L	RESERVED	
AD 005 Appendix M	Apron III Management Plan	October 7, 2022
AD 005 Appendix N	Apron III Diagrams	February 5, 2025

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 Apron management plans at YLW. Canadian Aviation Regulations require that plans are in place to manage all YLW operated aprons.

2. Responsibility

The Chief Executive Officer is responsible for the development of apron traffic procedures; the designation and assignment of operational stands (op stands); the designation of vehicle corridors, aircraft taxi guidelines, pedestrian walkways, and vehicle parking areas; and the monitoring and enforcement of apron traffic procedures.

The Airport Duty Managers and Airport Operations Centre coordinate gate and apron assignments. Airline counter assignments and baggage carousels are also managed and integrated into the Flight Information Display System.

Apron areas are aircraft movement areas, not aircraft maneuvering areas, and, as such, are not "controlled" by NAV CANADA.

NAV CANADA will provide aircraft parking information service to general, corporate and military aircraft.

3. General

Apron 1 is for the use of scheduled and scheduled charter commercial aircraft only. General aviation aircraft are not permitted on Apron 1 and will be directed to Apron 3 or tenant sub-lease aprons.

Airside – Aprons

Aircraft parking is only authorized in designated areas. Itinerant parking is also available at tenant facilities and should be coordinated with the tenant directly. Refer to AD 007 Aircraft Operations for details.

Apron 1 is classified as the Restricted Area. All vehicles entering Apron 1 will do so through the Non-Passenger Screening (NPS-V) at Vehicle Gate 2 from Airport Way.

4. Annexes

- Annex 1 – Lightning Notification Procedure

Apron I Management Plan

1. Apron I Safety

It is mandatory for personnel who work on Apron 1 to wear high visibility reflective vests or similar to ensure they are visible to vehicle and aircraft operators. This does not apply to ground loading passengers who are walking in designated pedestrian corridors.

The use of personal music/entertainment devices with headphones or earphones is prohibited on the apron. Proper hearing protection must be worn as required around aircraft and equipment.

The use of handheld communications devices for verbal, text or other communication is prohibited while operating equipment.

Smoking is not permitted while on the apron.

Air carriers are responsible for ensuring that passengers are enplaned and deplaned safely and for providing guidance to passengers as to the correct route between the aircraft and the terminal. Air Carriers are responsible for updating ground load wayfinding at Ops Stands 1, 2, 3, 9a and 10.

Air carriers or agents shall immediately report any hazardous conditions on the apron to the Airport Operations Centre at (250) 807-4350 and/or by submitting a safety report.

Air carriers shall issue appropriate cautionary announcements concerning current apron conditions and hazards to enplaning and deplaning passengers prior to them accessing the apron.

When ground loading, to the maximum extent practical, walkways on the apron should be utilized.

In situations where deicing fluid is deposited outside the designated area through overspray, runoff, drippage from the aircraft or any other cause, it should be immediately reported to the Airport Operations Centre at (250) 807-4350 and appropriate measures taken to clean up the fluid or otherwise remove the hazard.

1.1 Simultaneous Ground Loading

During passenger ground load operations, where aircraft operations occur on the adjacent southerly gate. Ground Handlers and Airlines must coordinate the arrival and departure of aircraft to ensure passengers are held in either the aircraft or airport terminal when engines are running on the aircraft on the adjacent southerly stand. At no time shall passengers be deplaning or boarding while an aircraft is powering into the stand or being pushed back with engines running.

Apron I Management Plan

1.2 Tail Clearance Line

A tail clearance line extends from Firehall access road to the "Tail of stand" vehicle corridor. In order to maintain taxi lane clearances, vehicles and equipment servicing aircraft are to remain west of the tail clearance line. This tail clearance line gives apron drivers and personnel a defined area to ensure adequate clearance is provided for aircraft arriving/departing to and from adjacent Op stands. It is the farthest limit of where aircraft and ground service equipment can be parked. Refer to Appendix C.

1.3 180° Turns

180⁰ turns on Apron 1 are not approved due to insufficient wingtip clearance and jet blast concerns to personnel and equipment. In the event an aircraft requires redirection to an alternate operational stand, the following options are available:

- the aircraft should utilize where practical, the apron taxi lane and return to Taxiway D and then re-enter Apron 1;
- the aircraft should stop and request to be towed to gate; or
- the aircraft should stop and contact Ground to request assistance from YLW Operations Center, who may be able to authorize a 180⁰ turn following a site safety assessment with mitigation measures in place.

2. Apron I Ramp Equipment Operations

Air carriers and ground handler licensees are assigned equipment parking areas as designated by Airport Operations.

Staging areas are provided at each Op stand for the purposes of prepositioning ground handling equipment.

Air carriers and their ground handlers may pre-position equipment in a designated staging area when they are scheduled to service the next aircraft listed in the Flight Information Display System (FIDS) for the related operations stand.

No earlier than 20 minutes prior to the scheduled arrival time as listed in the FIDS, the air carrier and their ground handlers may relocate ground handling equipment from the staging area onto the operations stand.

Apron I Management Plan

EQUIPMENT POSITIONED ON THE OP STAND MUST BE ATTENDED AT ALL TIMES.

Once the aircraft has departed the operations stand the air carrier and their ground handlers must immediately vacate the staging area to make way for equipment designated for the next scheduled flight.

Parking areas are provided at each Op stand for equipment that is not easily relocated. The following equipment is approved to stay in the assigned parking areas shown in Appendix F:

- Electric GPU's properly stowed at the gate with the cord coiled up and placed on the provided hooks.
- Steps and stairs intended to be used for passenger boarding.
- Chocks and cones stowed properly in the assigned rack.
- Wing ladders intended for tactile wing inspections
- Passenger boarding ramps
- Passenger air stairs

Each GSE operator has leased equipment parking areas, as shown in Appendix F. These areas are used for GSE parking.

All equipment is to remain clear of pedestrian walkways, hydrants, portable fire extinguishers and the loading bridge operational area.

Equipment that is not in use, surplus or broken, is to be removed from the apron immediately and taken to the GSE operators maintenance facility. At no time is maintenance of equipment permitted on Apron 1.

All equipment is to be in safe working order, with tires suitable for the conditions.

Failure to comply with the airside equipment operation directives or equipment which may present a safety or environmental hazard will result in removal of the offending equipment at the owner's expense. The airport retains the right to remove GSE by any means necessary.

Only airport personnel, air carriers with an air carrier airport use agreement and ground handlers holding a valid ground handler license can operate ramp equipment on Apron 1. Ramp equipment operators must be in possession of a valid driver's license and an AVOP D, D/S or D/A at all times while operating equipment.

Apron I Management Plan

Vehicles and equipment shall travel within the "tail of stand" vehicle corridor where provided.

3. Design of Operational Stands

The operational stands were laid out in order to:

- Maximize aircraft and pedestrian safety;
- Maximize the commonality of aircraft positioning for all types of commercial aircraft serving the Kelowna International Airport;
- Minimize pavement markings to avoid possible confusion;
- Reflect the parking positions for the design "class" of aircraft, while noting only exceptions;
- Provide nose wheel steering angles of 75 degrees or less for aircraft power out where applicable;
- Maintain aircraft* separation as recommended in TP312 4th Edition.

*NOTE: While minimum aircraft to aircraft wingtip separation has been provided through the design of the operations stands, factors such as refueling trucks, and other ground service equipment will cause conflicts when the vehicles are on the starboard side of aircraft on southerly operational stands. These need to be proactively monitored by the airline ground handling staff. If conflicts are known or anticipated, air carriers should request to have the incoming aircraft reassigned to an alternate op stand, or the aircraft should be held until conflicts are no longer present.

Appendix C indicates the approved aircraft operational (op) stands. The op stands are marked by yellow lead-in lines, numbered 1 to 10.

The largest aircraft class authorized to use each op stand is noted on the table in Appendix B.

Aircraft specific stop bars are detailed in Appendix E.

4. Assignment of Operational Stands

Air carriers shall submit proposed flight schedules to the Chief Executive Officer prior to a proposed schedule change.

Op stand assignments will be established by airport operations, taking into consideration aircraft type, schedule, etc.

Apron I Management Plan

Op stands 4, 6, 7 and 9 will generally be assigned to those aircraft using the loading bridge. International arrivals will be assigned to ops stands 2, 4 and 6, when able. During IROPS, international arrivals may be scheduled on any gate.

Aircraft not typically operating through YLW such as B767, A310, etc. will be assigned as they occur in the form of a Special Operations Notice, as special procedures are required.

Assignments will be outlined in the integrated airline flight schedule published by airport management monthly. The current flight schedule is posted on the Vortex Status Board.

Air carriers will relocate aircraft from an op stand upon request from Airport Operations.

Irregular operations will be coordinated between the Airport Operations Centre and the airlines as required by day-to-day circumstances. Air Carriers must request changes to Op Stands by contacting the Airport Operations Centre prior to aircraft arrival.

Aircraft may be assigned to relocate to off gate aircraft parking position "N1" following the deplaning of passengers, if the operational stand is required for another flight operation.

5. Engine Running During Passenger Ground Loading / Unloading

The practice of ground loading/unloading passengers with an engine running on the same aircraft is not desirable, but on occasion is unavoidable under certain operational constraints.

Transport Canada guidelines permit engine running during ground loading and unloading operations provided a qualified crew member remains at the controls of the aircraft and a company representative is present to ensure that passengers do not proceed into the offside area of the aircraft.

Air carriers are responsible for additional apron safety measures to ensure that pedestrians and vehicles are not exposed to hazards during these operations.

In situations where it is anticipated in advance of arrival that an engine running is required during boarding, these operations will be preferred on an op stand equipped with a loading bridge. When this is not possible or the engine running procedure was required last minute, the carriers will take necessary steps to ensure care and control of passengers and other airport staff, in line with the Airline's existing Standard Operating Procedures.

Apron I Management Plan

6. Aircraft Re-Fueling

Aircraft and fuel trucks should be properly grounded during refueling operations.

When it is necessary to fuel with an engine running, the Airport Operations Centre at (250) 807-4350 is to be notified in order that firefighting equipment can be pre-positioned within operational distance of the aircraft.

When aircraft refueling operations take place while passengers are embarking, on board or disembarking, ground equipment shall be positioned so as to allow:

- The use of a sufficient number of exits for expeditious evacuation; and
- A ready escape route from each of the exits to be used in an emergency.

7. Ground Power

Fixed ground power receptacles are available on all op stands and loading bridges.

In order to minimize any hazards associated with the use of ground power cords between aircraft and fixed receptacles when ground loading/unloading, air carriers should mark the cords where they cross pedestrian walkways with hazard markers and include positioning a staff member at the walkway location during enplaning/deplaning or providing a temporary approved ramp over the obstacle.

Air carriers and ground handlers will not cause enplaning and deplaning passengers of another carrier to cross a GPU cord without the prior knowledge and consent of the other carrier.

8. Aircraft Marshalling

Marshallers are to ensure that there are sufficient wingtip clearances for aircraft arriving or departing an operations stand from any obstacles on the apron. If air carriers or marshallers are aware of an imminent conflict, the arriving aircraft should be held until the conflict is mitigated.

It is the air carrier's and/or their contractor's responsibility to marshal aircraft precisely into position on the assigned op stands.

For stands 1-5, marshallers are only to proceed east of the "tail clearance line" when they are actively participating in pushback or tow-in operations.

Apron I Management Plan

For stands 6-10, marshallers are only to proceed east of the "tail of stand road" when they are actively participating in pushback or tow-in operations.

Marshallers must ensure adequate clearances are available in relation to adjacent op stands and other obstacles including loading bridges.

In order to use the operational stands, op stand lead-in lines must be followed in order to maintain the appropriate wingtip separation. Wing walkers are also required to identify the physical obstacle to the flight crews.

A "2-person marshalling" system is required when an aircraft is positioning to Op stand 1, while aircraft are parked on Op Stand 2 and Off gate Parking "N1".

9. Apron Capacity

Apron 1 is designed to accommodate up to nine large and one small commercial aircraft on designated operational stands.

Off gate parking "N1" is available for aircraft parking only, not for enplaning or deplaning passengers. Additional off gate parking is available on Apron 3 (coordinated through Airport Operations Centre), or at various tenant facilities (coordinated by air carrier with the tenant directly). See Section 14 and Appendix H for details.

When all operational stands are in use NAV CANADA will direct aircraft to hold in consultation with the Airport Operations Centre. Whenever practical, aircraft will be moved to parking in order of landing.

Refer to AD006 Appendix A Commercial IROPS (Irregular Operations).

10. Bag Hall Operations

All GSE must enter the bag hall from the south access doors and drive through at the North end – this facility will be operated as a one-way traffic flow facility on both the east and west drive-through lanes. Transit through the bag hall to avoid aircraft operations at OS 5 is not permitted. The speed limit in the bag hall is 5 KM/H.

All GSE must stop at the pedestrian crosswalk at south end of the bag hall facility.

No GSE parking is permitted outside within 25 feet North or South of the bag hall doors.

Apron I Management Plan

Motorized equipment must be turned off when not in motion inside the bag hall. See AD 012 Appendix B for anti-idling policy information.

Potable water carts are permitted to be parked along the east wall in the bag hall when the temperature is forecasted to drop below freezing.

11. Loading Bridge Operations

All loading bridges installed on the apron op stands are owned by the Kelowna International Airport and will be operated by employees and/or contract employees of the air carriers.

All persons operating a loading bridge must be certified on a specific bridge type by an Examiner certified by the Kelowna International Airport.

A loading bridge must be attended to by a certified operator when it is outside the apron equipment parking area.

Appointment for Examiner certification can be made through the Kelowna International Airport Duty Manager.

When certified by an Examiner, the certified operator will receive certification by bridge type. Records will be kept in the Airport Pass Control Office in conjunction with the operator's restricted area pass file.

If a certified operator or registered Examiner does not operate the bridge they are certified to operate for a period of 6 months, the operator must be re-certified by an Examiner.

Annual recertification for Loading Bridge Operators will be conducted by the air carrier's Certified Trainer.

No person will operate any YLW loading bridge unless they have undergone company provided training certification or is accompanied by their company designated Examiner.

Any damage to the bridge as a result of abuse or misuse by a certified operator or Examiner may result in suspension of that person's bridge operator certification. The operator or Examiner's employer will be liable for all cost recovery, including administration fees, to restore the bridge to operational order.

Any operational issues affecting the serviceability of a bridge must be reported immediately to the Airport Operations Centre at 250-807-4350.

Apron I Management Plan

If the airbridge cannot be locked, the aircraft loading bridges must be pulled back from aircraft overnight or when unattended for extended periods.

TC Regulation requires access to the unattended aircraft to be locked, and this is normally done by locking the bridge access door in the airside corridor.

NOTE: Due to construction, the B9 door at the start of the bridge tunnel must be locked because it's not attached to the airside corridor anymore.

Equipment is not to operate under the loading bridges or in the painted areas defining the loading bridge safety areas with the exception of airport maintenance equipment. No person is to move a bridge at the same time as an aircraft is actively entering or departing an operational stand.

The following enforcement action will be taken with anyone violating these policies:

- First Infraction – Verbal Warning & Re-certification by Examiner
- Second Infraction – Written Warning & Re-certification by Examiner
- Third Infraction – Suspension of Bridge Certification for one year

12. Aircraft Services

The water supply outlets located inside the bag hall at the North and South ends are to be utilized for potable water only.

The water supply located at the glycol storage facility is for non-potable water service.

The water services have posted signage as designating (potable water) or (non-potable water).

The sani-dump is located adjacent to the Airport Combined Operations Building.

Apron I Management Plan

13. Aircraft Pushbacks

No Pushbacks while fueling is underway on the southerly neighbouring Op Stand.

Op Stand 1: Aircraft can be pushed tail North or South
- Push tail South to start position 1A
- Push tail North and pull to start position 1B
- B737-400/500 must be pushed tail North and pulled to 1C

Op Stand 2: Aircraft can be pushed tail North or South
- Push tail South to start position 1A
- Push tail North and pull to start position 1B
- B737-400/500 must be pushed tail North and pulled to 1C

Op Stand 3: Aircraft can be pushed tail North or South
- Push tail South to start position 1A
- Push tail North and pull to start position 1B
- B737-400/500 must be pushed tail North and pulled to 1C

Op Stand 4: Aircraft can be pushed tail North or South
- Push tail South & pull to start position 1A
- Push tail North and pull to start position 1B
- B737-400/500 must be pushed tail North and pulled to 1C

Op Stand 5: Aircraft can be pushed tail North or South
- Push tail South to start position 1D
- Push tail North to start position 1B

Op Stand 6: All aircraft must be pushed tail South
- Push tail South and pulled to start position 1D

Op Stand 7: All aircraft must be pushed tail North
- Push tail North and pull to start position 1E

Op Stand 8: All aircraft must be pushed tail North
- Push tail North and pull to start position 1E

Op Stand 9: All aircraft must be pushed tail North
- Push tail North and push/pull to start position 1E

Apron I Management Plan

Op Stand 10: All aircraft must be pushed tail North

- Push tail North and push/pull to start position 1E

13.1 Jet Aircraft

Push back is mandatory for all jet aircraft all op stands.

13.2 Turbo Prop Aircraft

- Pushback is mandatory for all large turbo prop aircraft DH8 -100/200/300/400, Q400 and the D328Small turbo prop aircraft B1900, SF430 powering out on approved operational stands are to execute a clockwise turn. Air Carriers and their service contractors must refer to the push back matrix in Appendix D prior to commencing any movement of a departing aircraft.

- Aircraft powering out on approved operational stands are to execute a clockwise turn.

A class "B" aircraft power out contingency is available at Op Stands 8 and 9 if all other power out gates are occupied. Refer to Appendix I for guidelines.

14. Offgate Parking Position N1 And Impact on Op Stand 1

Off gate N1 may be scheduled as required when Apron 1 is at capacity and additional aircraft "storage" is required. It is expected that use of this position would not be for extended periods, as special handling by other aircraft operating on Op Stand 1 is required.

The aircraft is to be positioned nose south, with the nose gear parked on the appropriate N1 stop bar. See Appendix H for stop bar details.

N1 has been designed to provide minimum 4.5 m wingtip clearance for a Q400 being positioned onto Op Stand 1 from a B737-600 on Op Stand 2 and a Q400 on N1. The aircraft positioning to Op Stand 1 must follow the white dashed line to ensure clearances are met. See Appendix H for overview of parking configuration and line.

"Dual" or two marshalling system is required when an aircraft is being positioned onto Op Stand 1 to mitigate wingtip conflicts on aircraft on Op Stand 2 and N1.

Ground servicing equipment on N1 is to be kept within the footprint of the aircraft. Tugs and tow bars may not be left attached to the aircraft unattended.

Apron I Management Plan

The air carrier for the aircraft on N1 is responsible for placing high visibility delineators at the aircraft tail; the wingtip; and the nose.

14.1 S1 Off-Gate De-icing Location

Refer to AD 011 Winter Operations Plan.

15. Lightning Notification Process

Kelowna International Airport has a notification process is place for lightning storms within the proximity of the airfield.

The following provides air carriers and airside operators with guidelines on the notification process necessary to ensure safe operations during a lightning storm. Procedures for YLW Operations can be found in AD 005 Annex 1 Lightning Notification Procedure.

15.1. Who is Involved in Monitoring and Declaring Alerts

When lightning is in the proximity of the airfield and threatens the safety of personnel working on the apron, the following agencies will work collaboratively to assess and determine the next course of action:

- The Senior Manager on Duty for each ground handling company or designated staff member that is currently on site.
- If available, any on site Airline Senior Manager on duty or designated staff member.

15.2. Determining the Proximity of Lightning

The Managers will meet at the lightning detection meeting point located in the bag hall on the east side.The Ground Handling representatives will work collaboratively, in conjunction with any available Airline representation to determine the proximity of lightning strikes by following their published procedures.

15.3. Notification Process

A representative for the ground handler group will notify the on shift YLW Duty Manager at (250)717-7138 when a yellow or red alert has been declared. They will also turn on the tow Bag Hall notification lights, using the switches labelled "Lightning", located at the north and south ends of the bag hall.

Apron I Management Plan

The YLW Duty Manager or designated Airport Operations representative will send an email notification to advise that airport operations are affected due to a red/yellow alert.

Airport Operations will contact the tower by phone to advise of the current condition and alert in place.

The YLW Duty Manager or designated Airport Operations representative will upload a notification banner to the bag hall IFIDS displays advising of the current conditions (see AD 005 Annex 1.)

15.4. Ongoing Monitoring and Oversight

Once an alert has been declared and the necessary notification has been sent out, the YLW Duty Manager or designated Airport Operations representative will unlock the ECC tower for use by the airlines and ground handlers for continuous monitoring.

15.5. Rescinding Alerts and Returning to Regular Operations

The Ground Handling representatives in conjunction with the Airline representatives will continue to monitor the area and assess using their written procedures.

Once the Ground Handlers have unanimously determined it is safe to rescind the alerts, a representative for the ground handler group will notify the on shift YLW Duty Manager at (250)717-7138 that the yellow or red alert has been rescinded and turn off the notification lights.

The YLW Duty Manager or designated Airport Operations representative will send an email notification to advise the alert has been rescinded and remove the IFIDS notification banner (AD 005 Annex 1).

16. References

TP312 4th Edition

Airports Council International (ACI) - Apron Markings and Signs Handbook – First Edition

Apron I Operations Stands (Ops Stands) Table

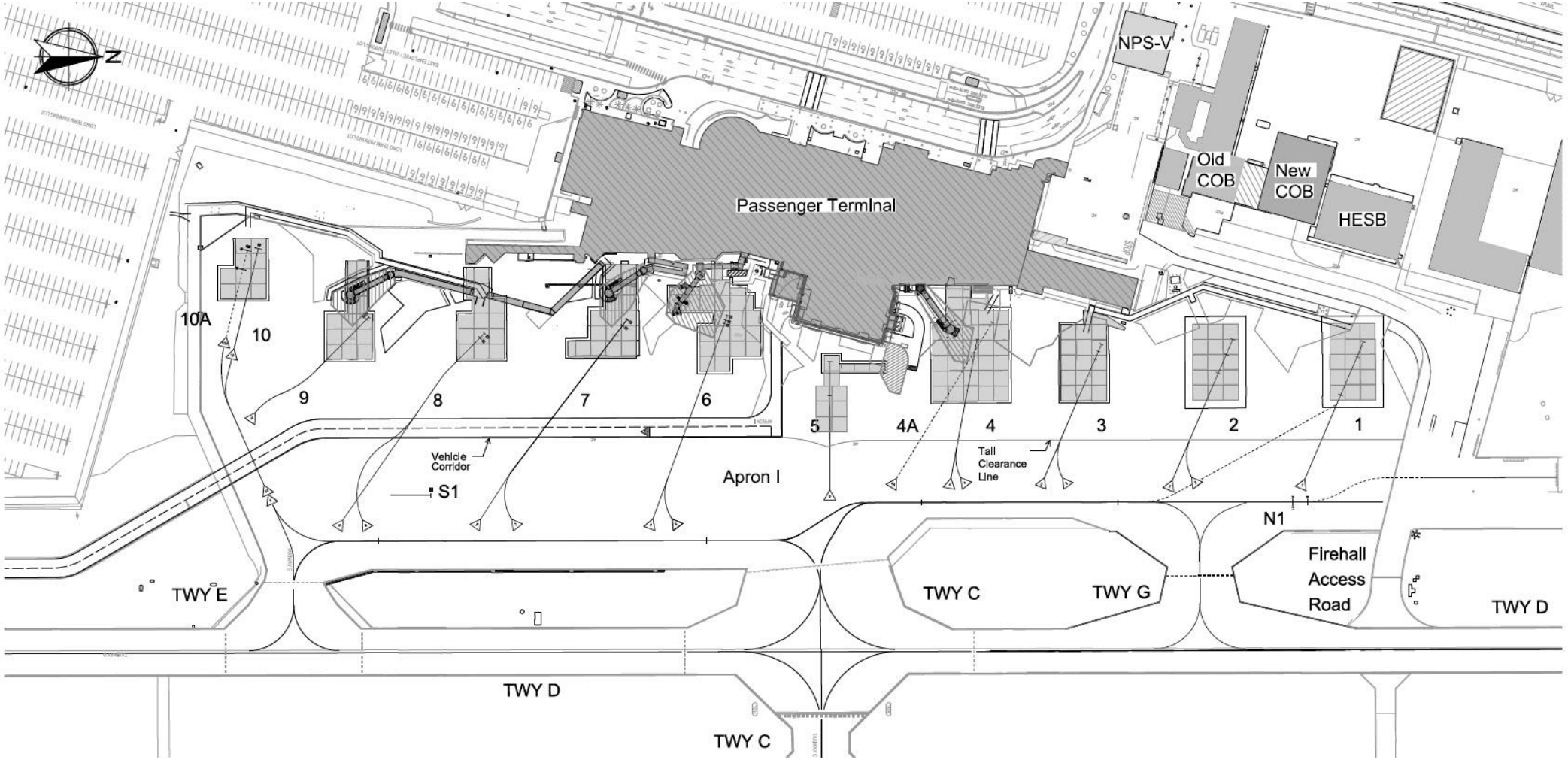
Op Stand	Largest Aircraft Class	Comments
1	B737/A320	Can also accommodate A321. Restricted to DH8 100/200/300, Q400, CRJ200 when N1 is occupied.
2	B737/A320	Can also accommodate A321. Restricted to 737-600 when N1 occupied
3	B737/A320	Can accommodate A321. OD3 closed when OS4A is in use.
4	B737/A320	Can accommodate A321
4A	B767-300	Requires SON prior to use
5	DH8	CRJ 705/900 NOT PERMITTED. Can accommodate CRJ 100/200, RJ100. OS 5 closed when OS 4A in use
6	B737/A320	Can also accommodate A321
7	B737/A320	Can also accommodate A321
8	B737/A320	Can accommodate A321
9	B737/A320	Can also accommodate A321 with impact on OS 10
10	DH8/CRJ	
10A	B737/A320	
OFFGATE N1	DH8 /CRJ	Aircraft to be positioned into place by tug/tow. See Appendix H for details on N1

Typical classes of aircraft shown in the table above:

- B737/A320 Includes B737 400/500/600/700/800/MAX8, A319/320, A220-300, Emb175
- DH8 / CRJ Includes DH8 100/200/300, Q400, Saab 340, Do328, CRJ 100/200/705, RJ100

Other Notes: Aircraft powering out (where permitted) are to execute a clockwise turn

Apron I Drawing



Apron I Aircraft Pushbacks

1. Aircraft Pushback Matrix

YLW
Kelowna International Airport

No Pushbacks while fueling is underway on the southerly neighboring Op Stand

Pushback Only

Power out requires prior approval from Airport Operations

Power Out Approved

For Aircraft not listed contact the **Airport Operations Center (250) 807-4350**

AIRCRAFT PUSHBACK MATRIX

ALL JETS MANDATORY PUSH BACK

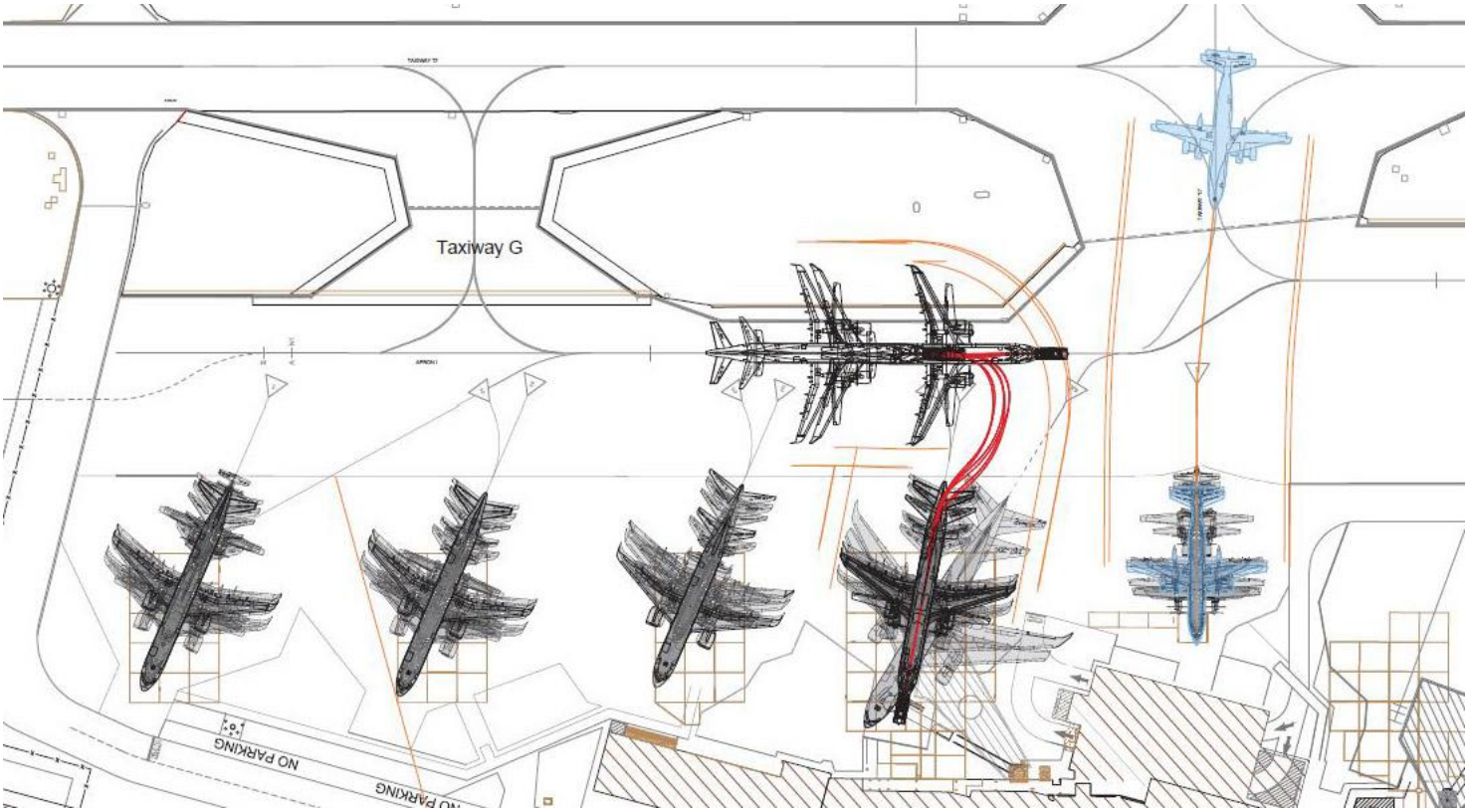
OP STAND	SF340	B1900	D328	D8 1/2/3/4 Q400
1	✗	✓	✗	✗
2	✓	✓	✗	✗
3	✓	✓	✗	✗
4	ALL AIRCRAFT MANDATORY PUSH BACK			
4A	ALL AIRCRAFT MANDATORY PUSH BACK			
5	✗	✓	✗	✗
6	ALL AIRCRAFT MANDATORY PUSH BACK			
7	ALL AIRCRAFT MANDATORY PUSH BACK			
8	✓	✓	✗	✗
9	✓	✓	✗	✗
10	ALL AIRCRAFT MANDATORY PUSH BACK			
10A	✓	✓	✗	✗

RESTRICTIONS / NOTES:

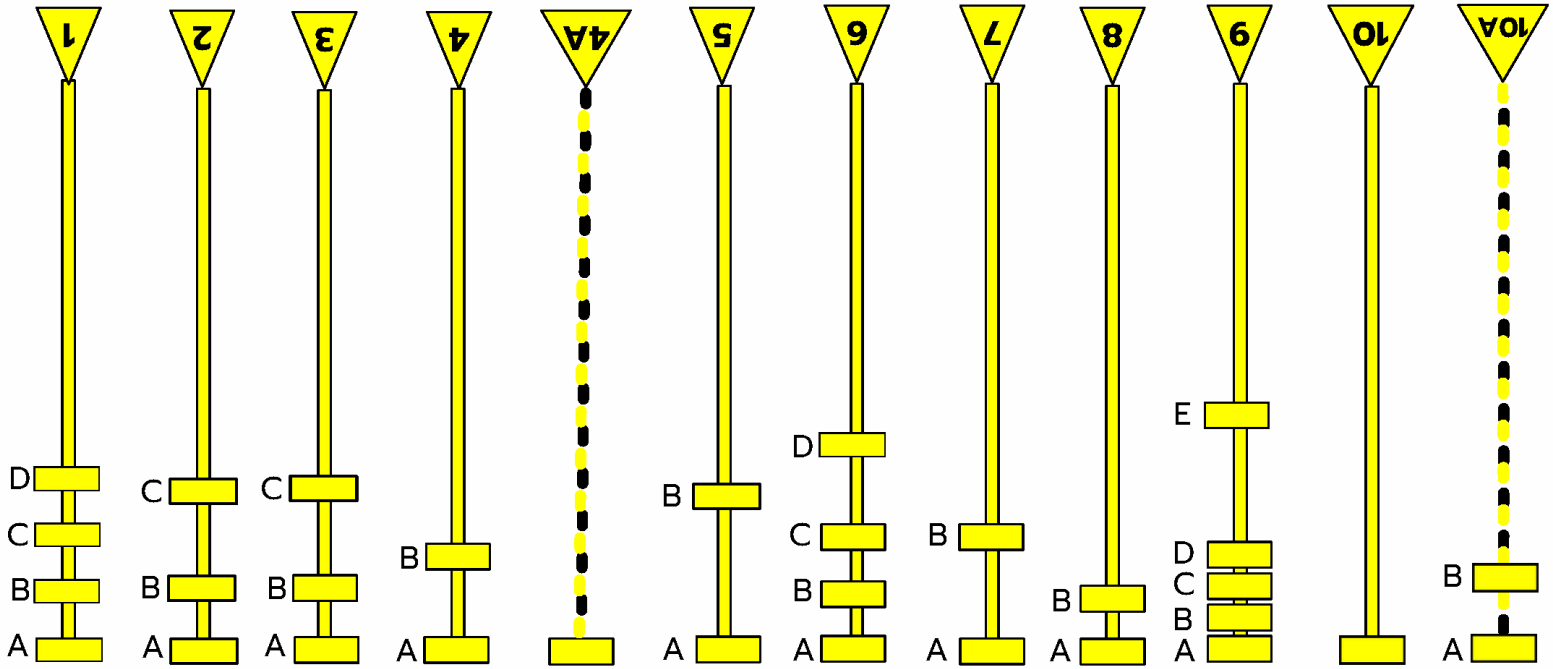
- No Push-backs while fueling is underway on the southerly neighbouring Op Stand.
- AGN II aircraft power outs permitted during Irregular Operations (IROPs).
- For Aircraft not listed, contact the Airport Operations Centre at (250) 807-4350
- OS8 requires prior permission from Airport Operations.
- ***When in doubt, don't power out!***

Apron I Aircraft Pushbacks

2. Pull to and Pushback Markings



Apron I Aircraft Stop Bars

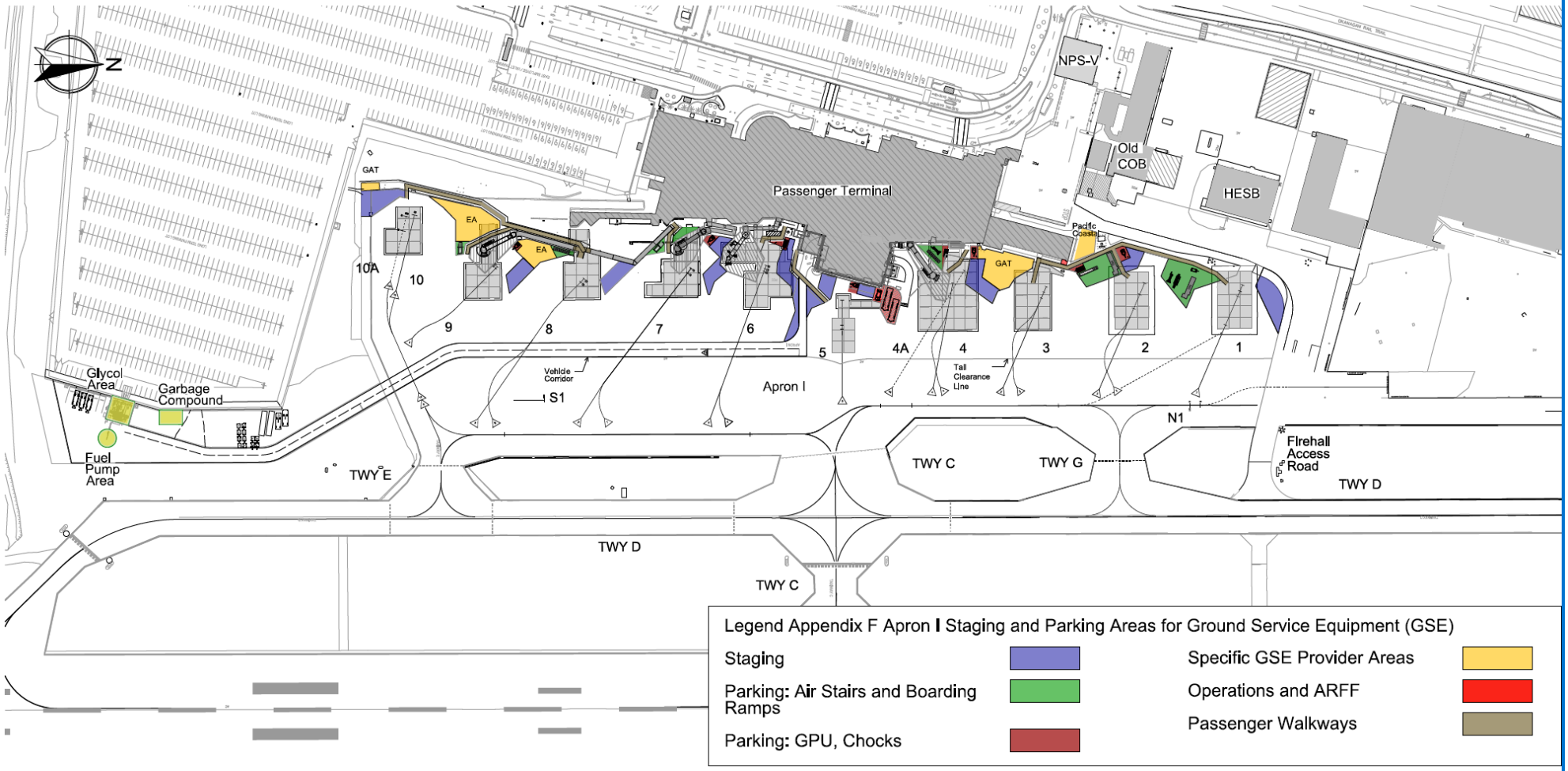


1	2	3	4	4A	5	6	7	8	9	10	10A
A A220-300 A319/A320/ A321 Q400 RJ100 CRJ 200/900 E175 B B737-400/500/ 600/700/ Max8 C DH8 1/2/3 D328 D B1900	A A220-300 A319/A320/ A321 B737-500/600/ 700/800/ Max 8 Q400 RJ100 CRJ 200/900 E175 B DH8 1/2/3 C D328 B1900 SF340	A A321 B737-800/Max 8 B A220-300 A319/A320 B737- 500/ 600/700 RJ100 CRJ 200/900 E175 C Q400 DH8 1/2/3 D328 B1900 SF340	A A220-300 A319/A320/ A321 B737-500/600/ 700/ 800/Max 8 E175 CRJ 200/900 Q400 RJ100 B Q400* 737-500/600/700* RJ100* DH8 1/2/3* D328	B767 - 200/300	A Q400 Dash 1/2/3 CRJ 200 RJ100 D328 B B1900	A Q400 CRJ 200/900 RJ100 B A220-300 A321 B737 - 500/600/ 700/800/Max 8 E175 C A319/A320 Q400* DH8 -1/2/3 D B737-400/500/ 600/700* RJ100* D328*	A A220-300 A319/A320/ A321 B737-500/600/ 700/800/ Max 8 Q400 RJ100 CRJ 200/900 E175 B D328 DH8-1/2/3 Q400* RJ100* D328*	A A220-300 A319/A321/ A321 Q400 RJ100 CRJ 200/900 E175 DH8 1/2/3 B B737-500/600/ 700/800/ Max 8 D328 B1900 SF340	A A220-300 Q400 RJ100 CRJ 200/900 E175 A319/A320/ A321 B737 - 400/500/ 600/700/ 800/Max 8 Q400* B CRJ 900* C B737 - 400/500/ 600/700* D SF340* B1900* E	Q400 RJ100 CRJ 200/900 E175 DH8 1/2/3	A A220-300 A319/A320/ A321 B737-500/600/ 700/800/ Max 8 B D238 B1900 SF340

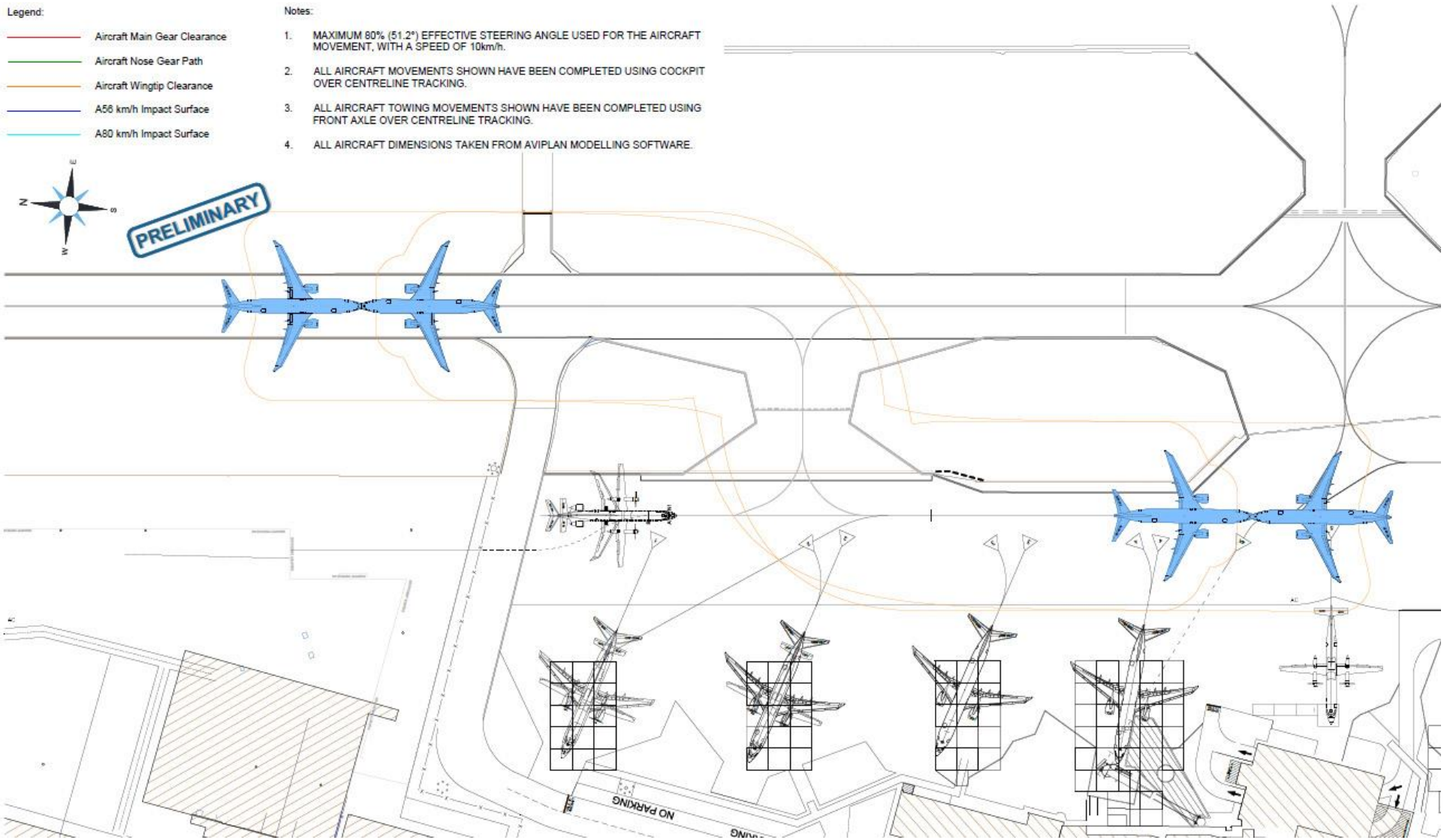
*Ground Load

UPDATED SEPTEMBER 21, 2024

Apron I Staging and Parking Areas for Ground Service Equipment (GSE)



Apron I Off Gate Parking Position N1



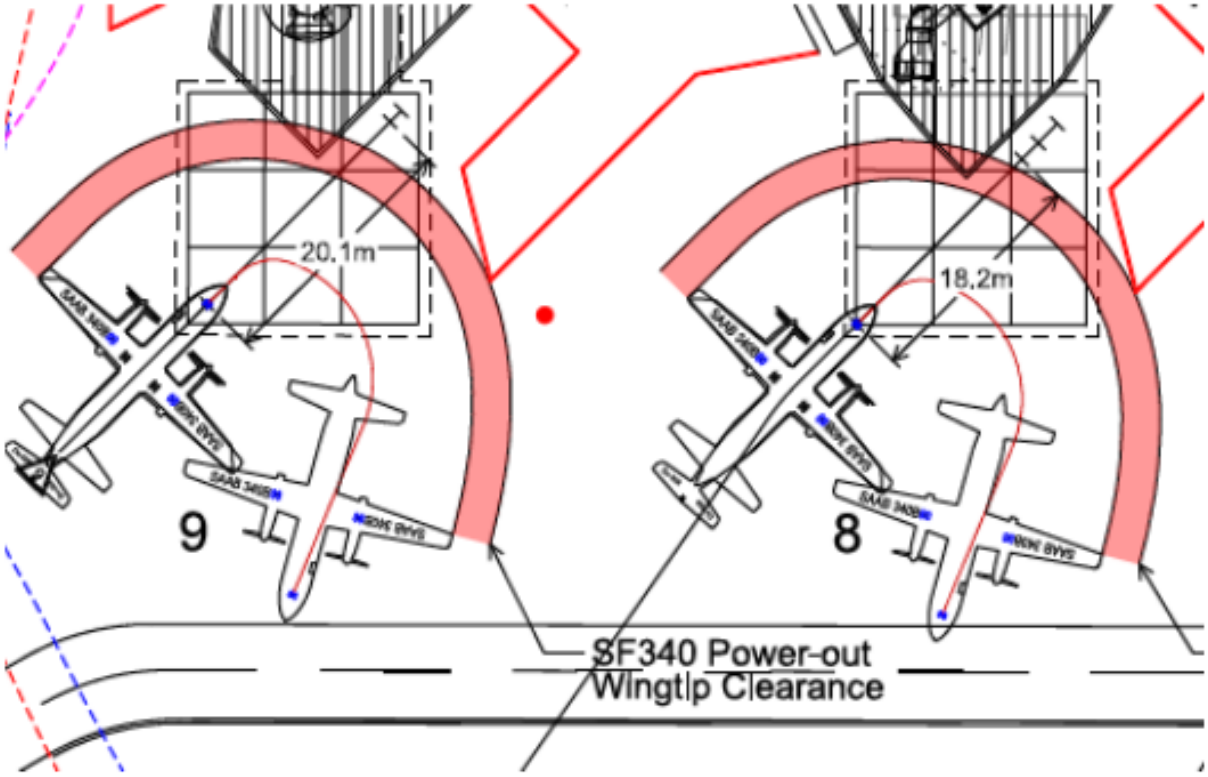
Apron I Power Out Contingency Plan

1. Irregular Operations Power Out Contingency Guidelines

The following guidelines must be followed:

- All other Op Stands must be occupied
- Aircraft to park on eastern most stop bar
- Portable diesel GPU required
- Airline will provide additional staffing to guide passenger to/from aircraft

2. Diagram



Apron III Management Plan

1. General

Ground handling is mandatory for aircraft exceeding 12,500 pounds.

Aircraft may be required to be towed to their parking position dependent on jet blast concerns on adjacent aircraft.

Apron 3 has the same pavement load rating as Apron 1 but is restricted to parking of aircraft up to the B737-700/A320 type aircraft.

Aircraft larger than those listed may be approved under special circumstances with prior approval and additional precautions taken.

Helicopter operations are not approved on Apron III. Refer to AD 007 Appendix C Helicopter Operations for further information.

Overnight aircraft parking is subject to fees outlined in the Airport Fees and Charges Bylaw.

The Eastern limit of the apron is defined by a double yellow light on the south edge, and a MAD(Maneuvering Area Delimitation) marking parallel to the taxiway.

Power out not available with aircraft in light aircraft areas.

2. Aircraft Parking

Operational Stands were designed using the following criteria:

- Aircraft under their own power maintaining aircraft to obstacle separation as recommended in TP312 th 4th Edition.
- Aircraft required to use the following nose-wheel steering angles:
    - Operational Stand 1 - 59 degrees
    - Operational Stand 2 – 70 degrees
    - Operational Stand 3 – 75 degrees

All aircraft exceeding 12,500 pounds must use Operational Stands 1, 2 or 3 with prior approval from Airport Operations. Operational Stand assignments are obtained through the Airport Operations Centre at (250) 807-4350.

Apron III Management Plan

Aircraft weighing 12, 500 pounds or less may use the "light aircraft" parking area located in the northwest corner of the apron. This limited aircraft parking area is available on a first-come first-served basis. Aircraft operators are to push their aircraft out onto the Apron prior to start-up to minimize prop wash on the adjacent sidewalk.

Operational Stand 1 is the primary aircraft parking position for B737/A320 type aircraft utilizing Apron 3 for short periods at the discretion of Airport Operations. When Operational Stand 1 is in use, Operational Stands 2 and 3 may not be used.

Operational Stands 2 and 3 can accommodate B737/A320 type aircraft simultaneously, with light aircraft parked in the designated area in the northwest corner of the apron. When Operational Stand 2 and/or 3 are in use, Operational Stand 1 may not be used. Aircraft are to park with the nose of the aircraft on the designated "T" facing the runway.

Itinerant light aircraft will park in the designated parking areas in the north-west corner and southwest corner of the apron as shown on Appendix N and as published in the Canada Air Pilot. These aircraft are to park in such a way as to minimize the jet blast/prop wash to the adjacent apron and sidewalk.

Aircraft utilizing Apron 3 are not permitted to cross the white apron edge line on the north portion of the apron unless they are conducting business with the private operator of the apron adjacent to Apron 3. The white apron edgeline delineates the Airport's Apron 3 and a private operation Apron.

During winter operations the air carrier or ground handler is responsible for ensuring a cleared path is provided for any passengers enplaning or deplaning their aircraft to and from the pedestrian access gate.

3. Commercial Air Carrier Operations

Commercial carrier conducting passenger or ferry, scheduled or charter operations will provide their schedule of operation request in writing to the Chief Executive Officer; have a current Air Carrier Airport Use Agreement with the Kelowna International Airport; and must have a Kelowna International Airport licensed ground handler or air carrier provide handling services.

Provided approval is granted, the airline or licensed contracted handler shall confirm with the Airport Operations Centre the arrival and/or departure times, at minimum, 24 hours prior to the flight's operation.

Apron III Management Plan

Any company providing third party ground handling services on any public apron requires a current Ground Handler License Agreement or Air Carrier Airport Use Agreement with the Kelowna International Airport.

Ground handlers are required to be present for all commercial aircraft activities to ensure aircraft are parked and oriented in the required position; to ensure wingtip clearances are met, and to ensure jet blast/prop wash is mitigated.

The ground handler shall provide a qualified marshaller and wing walkers as necessary to direct the aircraft while on the apron and for ground passenger handling to and from the aircraft.

All vehicles, busses or related off airport equipment require escort by Airport Operations personnel with prior arrangements confirmed.

The air carrier is responsible for the escort of passengers to and from their ground transportation, or through the pedestrian access gate to and from the aircraft. Passengers are to be moved directly between the aircraft and ground transportation.

The North Apron Complex does not serve as a Terminal Building and passenger handling is not permitted at any time from this building.

4. Aircraft Turn Around and Holding Procedures

At the pilot's discretion, the southeast corner of the apron will be utilized for aircraft turning and holding when Operational Stand 1 is vacant. The largest aircraft category (B737/A320)*, the Dash 8 Q400 category and C130 aircraft that are required to turn and/or hold on the apron for air traffic control reasons, should execute a counter clockwise turn.

When Operational Stand 1 or 2 are occupied, this procedure is restricted to the Dash 8 category aircraft. The aircraft is to utilize the northeast portion of the ramp to execute the turn.

***NOTE:** The largest aircraft category (B737/A320) includes the following aircraft: A320, A319, B737-200, B737-700, B737-600, B737-800.*

5. Apron III Safety

It is mandatory for personnel who work regularly on Apron 3, to wear high visibility reflective vests or similar, to ensure they are visible to vehicle and aircraft operators.

Apron III Management Plan

The use of personal music/entertainment devices with headphones or earphones is prohibited on the apron. Proper hearing protection will be worn, when required, around aircraft and equipment.

Smoking is not permitted while on the apron, or within 10 metres of the apron or North Apron Complex.

Air carriers or ground handlers are responsible for ensuring that passengers are enplaned and deplaned safely and for providing guidance to passengers as to the correct route between the aircraft and the pedestrian access gate.

Air carriers or ground handlers shall immediately report any hazardous conditions on the apron to the Airport Operations Centre at (250) 807-4350.

Air carriers or ground handlers shall issue appropriate cautionary announcements concerning current apron conditions and hazards to enplaning and deplaning passengers prior to them accessing the apron.

Aircraft using Operational Stands 1, 2 and 3 are instructed to use as minimal thrust as possible when executing turns or taxiing off the apron.

All equipment operating on Apron 3 must meet the criteria established in AD 004.

6. Apron III Ramp Equipment Operations

A common-use apron equipment staging area is located to the south of the North Apron Complex. This area is to be used for "day of" equipment staging only, and must be done with prior approval from Airport Operations.

Equipment shall not be driven between an aircraft and the North Apron Complex or Pilot Access Gate if passengers are actively enplaning or deplaning.

Equipment that is not in use, are surplus or broken is to be removed from the airside. Equipment maintenance is not permitted on the Apron.

Equipment operating outside the designated staging area must be attended at all times.

All equipment not being immediately used shall remain within the equipment parking area.

Apron III Management Plan

7. Apron III Spills And Release Of Other Dangerous Substances

Air carriers or ground handlers will immediately notify the Airport Operations Centre at (250) 807-4350 and take proper action to clean up fuel spills and the escape of other deleterious substances harmful to the environment.

Spills that are not promptly cleaned up will be cleaned up by airport staff. YLW reserves the right to recover costs from the offending party.

Air carriers or ground handlers will ensure that any debris (FOD) resulting from their operation and activity on the apron is immediately picked up and removed from the apron area.

8. Light Aircraft Wash Area

A light aircraft wash area has been designated north of the North Apron Complex. Refer to Appendix N.

The wash area is to be used for washing only. Aircraft maintenance is not permitted in this location.

Aircraft are to be positioned into the wash area manually, and then pushed onto the apron area before powering away. The light aircraft wash area is available on a first come, first served basis. Any hoses and equipment is to be removed after use.

Once an aircraft has been washed it should be relocated to other approved locations. Aircraft parking is not permitted in the wash bay area.

9. Light Aircraft Run-Ups

Light aircraft may conduct pre-flight engine run-ups on the apron when apron capacity permits.

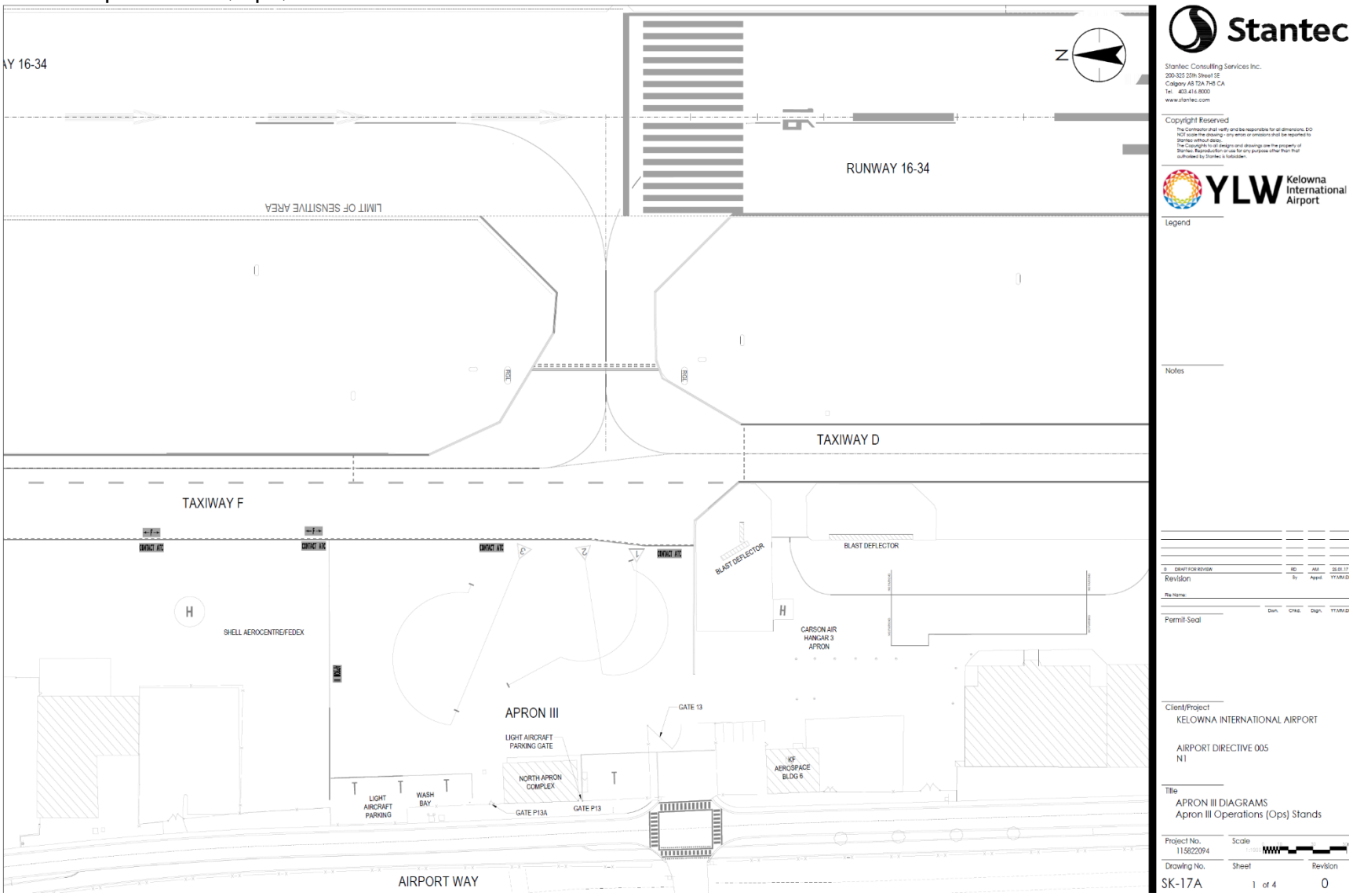
Run-ups should be conducted in the North West portion of the apron when Operations Stands 1 or 2 are in use.

Run-ups are not permitted in the North West corner when Operations Stand 3 is in use.

Run-ups are not permitted at any time on the southeast portion of Apron 3 near the intersection of Taxiways A and D.

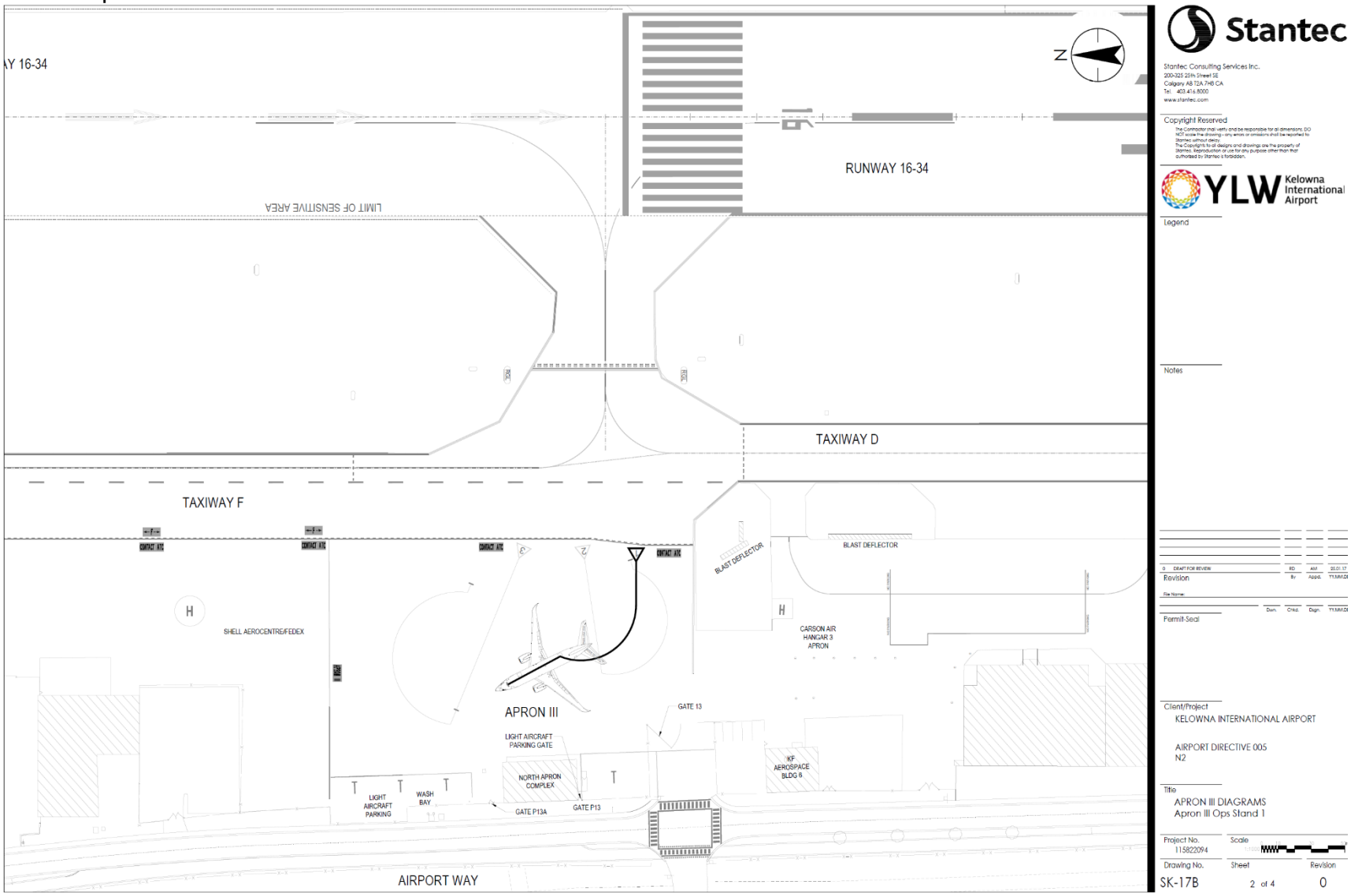
Apron III Diagrams

1. Apron III Operations (Ops) Stands



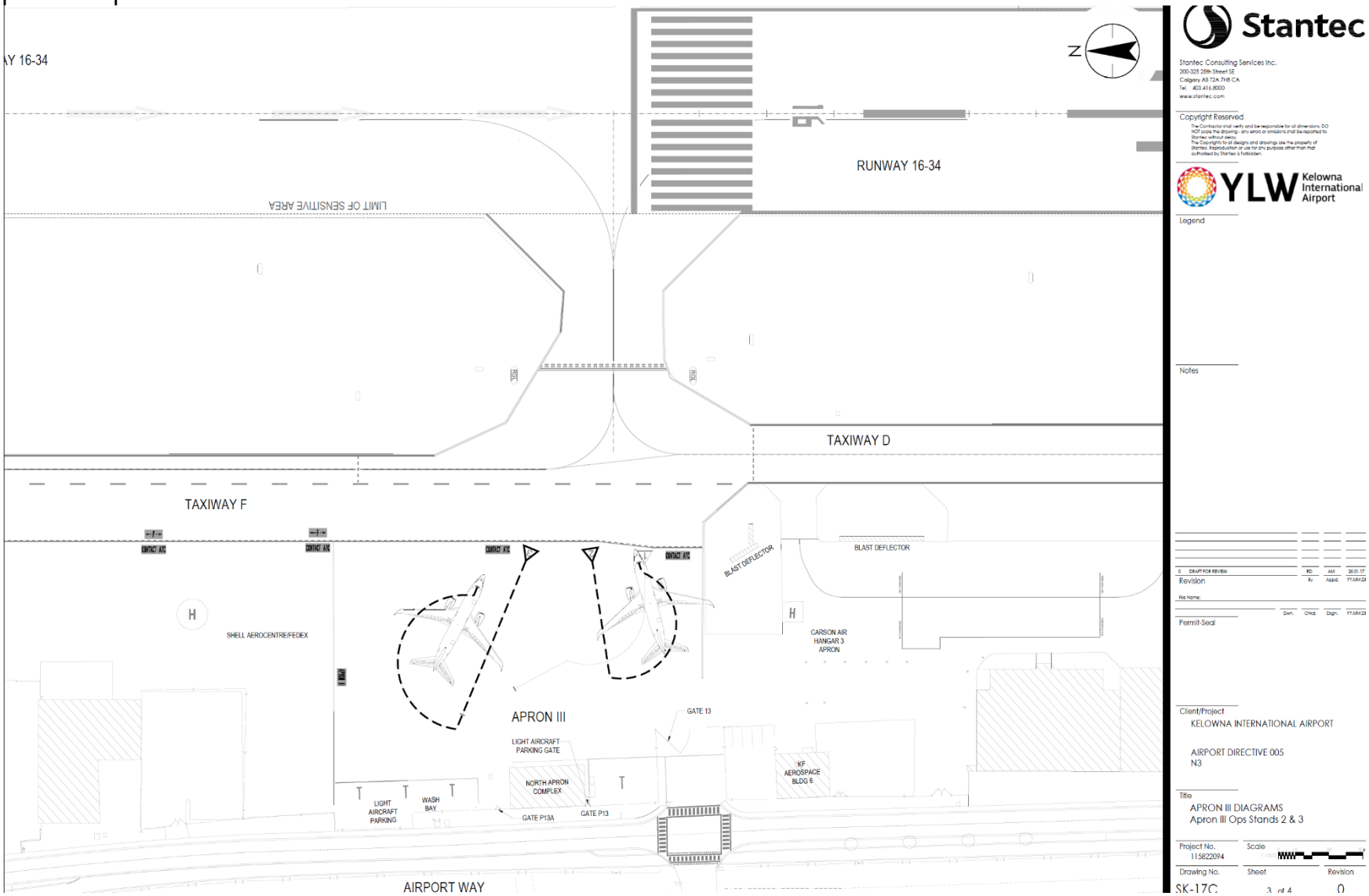
Apron III Diagrams

2. Apron III Ops Stand 1



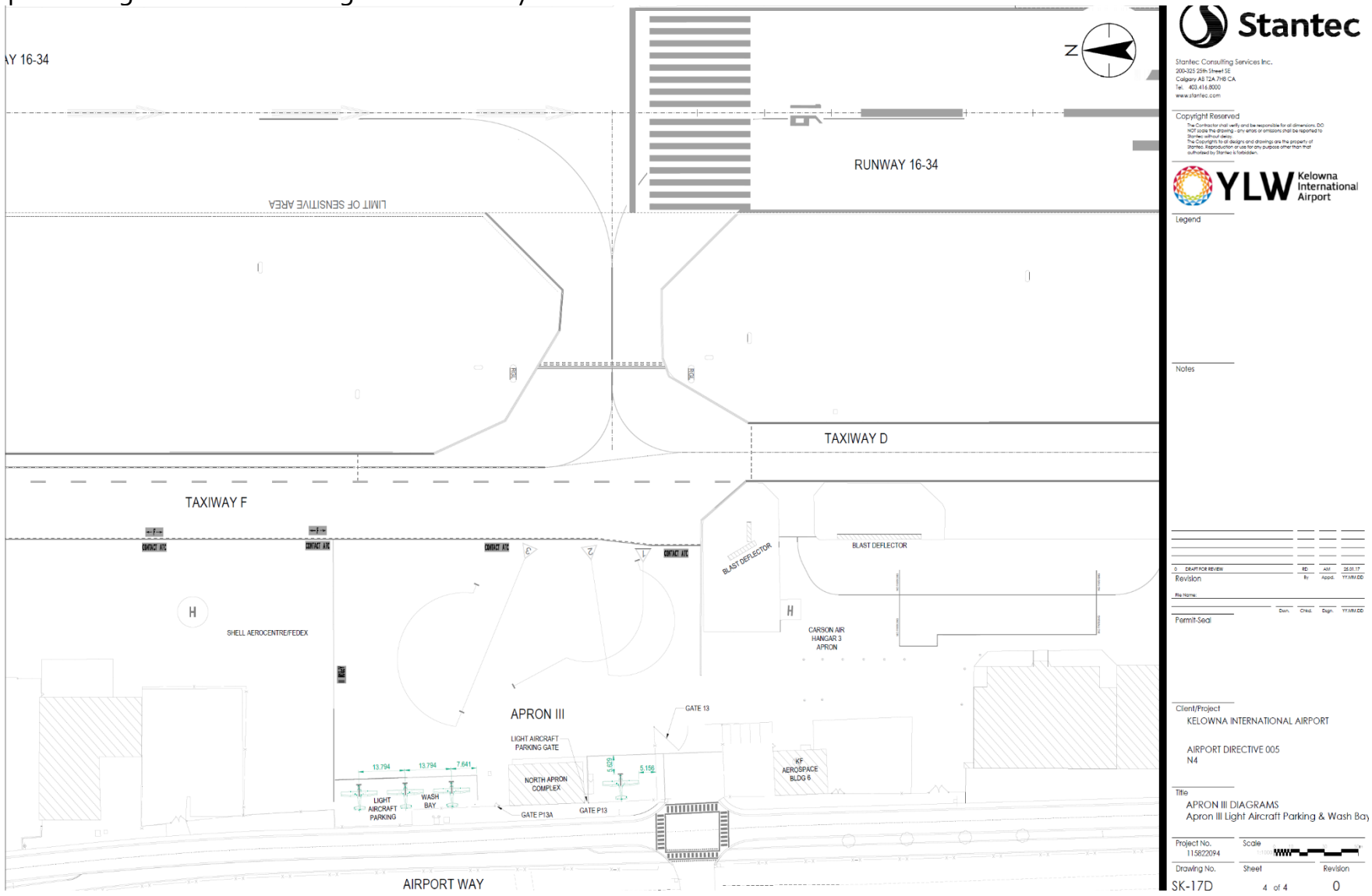
Apron III Diagrams

3. Apron III Ops Stands 2 and 3



Apron III Diagrams

4. Apron III Light Aircraft Parking and Wash Bay



Change Log

Date	Section(s) Changed	Summary of Change(s)
February 5, 2025	AD 005 App A Section 13	• Removed "Push tail South and pull to start position 1D" from Ops Stand 7 and Ops Stand 8
	AD 005 App F	• Updated drawing
	AD 005 App N	• Updated all drawings
October 4, 2024	AD 005 App A Section 1.2	• Added "Refer to Appendix C."
	AD 005 App A Section 2.	• Removed "A tail clearance line is on the east side of the Op stands, running from the Firehall access Road to the "Tail of stand" vehicle corridor. In order to maintain taxi lane clearances, vehicles and equipment shall remain west of the tail clearance line when parking ground servicing equipment and performing maintenance using maintenance equipment. It is the farthest limit of where aircraft and ground service equipment can be parked. See Appendix C."
	AD 005 App A Section 4.	• Was "Air carriers shall submit proposed flight schedules to the Chief Executive Officer in writing 45 days prior to a proposed schedule change.
	AD 005 App A Section 11.	• Added "If the airbridge cannot be locked, the"
	AD 005 App A Section 13.	• Added information for each ops stand • Removed "Aircraft are to be pushed back from Op Stand along lead in line to apron taxi line to mitigate jet blast concerns.All aircraft on Op Stand 6 must push back tail south to avoid blocking of taxiway Charlie. All aircraft on Op Stand 7 must push back tail north to avoid blocking of taxiway Echo. All Aircraft on Op Stands 1-4 must push in a manner that does not impede the Taxiway Golf entrance. Any deviations to the above must be approved by Airport Operations prior to push back. To mitigate jet blast concerns on tenant facilities and the Firehall Access Road, aircraft pushed back from Op Stands 1-4, onto the taxi lane north of Taxiway C, are to be: Pushed so the aircraft nose wheel is no further north than the "Pushback Marking" as seen on Appendix D, then pulled into position with the aircraft nose wheel on the "Pull to" marking, as seen on Appendix D."
	AD 005 App A Section 13.2	• Removed "Op Stand 10 is mandatory push-back or Dornier 328" • "Pushback is mandatory…the D328" was "Op Stands 1, 2, 4, 5, 6 and 7 are mandatory pushback for all aircraft types which includes turbo props"

Date	Section(s) Changed	Summary of Change(s)
October 4, 2024 cont.	AD 005 App A Section 13.2 cont.	• "Small turbo prop…clockwise turn" was "Op stands other than 8 and 9 have specific criteria which must be met prior to commencing a turbo prop power out maneuver."
	AD 005 App A Section 14	• "B737-600" was "B737-700"
	AD 005 App B	• Ops Stand 1 "DH8 100/200/300, Q400, CRJ200" was "DH8/CRJ" • Ops Stand 2 "B737-600" was "B737-700" • Op Stand 3 added "OS3 closed when OS4A is in use"
	AD 005 App D	• Updated table. OS9 was "ALL AIRCRAFT MANDATORY PUSHBACK"
	AD 005 App E	• Full update
July 1, 2024	AD 005 App A Section 1.1	• Was" During boarding or deplaning, where simultaneous ground load operations occur on adjacent gates, air carriers and their ground handlers must be aware of the hazards that may occur as a result of an engine start or engines running during this process. Ground handlers are not permitted to allow for engine starts to occur during the active enplaning or deplaning of passengers at an adjacent gate without first communicating their intentions. Coordination between arriving and departing aircraft, during these situations, will be communicated between the aircraft and the air carrier's ground handler(s) to ensure that passengers are held in either the aircraft or airport terminal building as deemed necessary."
	AD 005 App A Section 2	• Changed "Operations Stands" to "Op Stand" • "Leased equipment parking areas" was "daily operational parking area" • After "GSE parking…", removed "during operational hours. No GSE may be parked in these areas after operational hours." • Removed ""Overnight parking is not permitted on apron 1. All equipment must be relocated to their designated parking area after processing the last commercial flight of the day as shown in Appendix F." • "…apron immediately…maintenance facility" was "airside" • Added "D/S" to "…and an AVOP D…"
	AD 005 App A Section 4	• "…established by airport operations…". Removed "in consultation between the air carriers" • "schedule" was "points of origin" • Removed "8" from "Op stands…will generally be assigned" • "International arrivals will be assigned to ops stands…" was "3 and 4".

Date	Section(s) Changed	Summary of Change(s)
July 1, 2024 cont.	AD 005 App A Section 4 cont.	• "air carriers request…to aircraft arrival" was "Air carriers must obtain the Airport Operations Centre's approval prior to making changes to assigned op stands"
	AD 005 App A Section 9	• Added paragraph "Off gate parking…and Appendix H for details"
	AD 005 App A Section 10	• Added "transit through the bag hall…5KM/H."
	AD 005 App A Section 11	• Ops centre numbers was "250-717-7138" • After "or when unattended", added "for extended periods…not attached to the airside corridor anymore" • Removed "AVOP/" from "Third infraction-suspension of"
	AD 005 App A Section 13	• Added "All aircraft on Ops Stands 1-4…does not impede the Taxiway Golf entrance"
	AD 005 App B	• Op Stand 3 – added "Can accommodate A321" • Op Stand 5 – "RJ100" was "BAE146" • Op Stand 8 – removed "with approval. (Main • Op Stand 10 – added "/CRJ" • Op Stand 10A – added "/A320" • From "Typical aircraft…", removed "B737 300". "EMB175" was "EMB 190". "RJ100" was "Bae146".
	AD 005 App C	• Updated drawing with TWY G
	AD 005 App D Section 1	• Updated entire matrix • Added "OS8 requires prior permission from Airport Operations" to restrictions/notes
	AD 005 App D Section 2	• Updated drawing
	AD 005 App F	• Updated drawing
	AD 005 App H	• Updated drawing
November 21, 2023	AD 005 App D Section 1	• Saab 340 was red at Op Stands 1/2/5/ 8/10A, was green at Op Stand 3. • Dornier 328 was green at Op Stands 1/2/3/10A.
	AD 005 App D Section 1	• Beech 1900 was mandatory pushback at Op Stand 8.
	AD 005 App D Section 2	• Updated drawing, added note for ease of update.
July 20, 2023	AD 005 Revision Status	• Added flag and note for Appendix A/M
	AD 005	• Removed link to Temporary Amendments
	AD 005 / AD 005 App A	• Updated Senior Management Job Titles
	AD 005 App A Section 4	• Added "Vortex Status Board", removed "InsideYLW"
	AD 005 App A Section 9	• Added "Refer to AD006 Appendix A Commercial IROPS (Irregular Operations)"
	AD 005 App A Section 12	• Was "The sani-dump is located in the Ground Service Equipment parking area." • Was "Aircraft are to be pushed back parallel to the taxi lane to mitigate jet blast concerns."

Date	Section(s) Changed	Summary of Change(s)
July 20, 2023 cont.	AD 005 App A Section 13 AD 005 App A Section 13 cont.	• Added "All aircraft on Op Stand 6 must push back tail south to avoid blocking of taxiway Charlie • All aircraft on Op Stand 7 must push back tail north to avoid blocking of taxiway Echo • Any deviations to the above must be approved by Airport Operations prior to push back." • Was "No Pushback while refuelling is underway on the starboard side of aircraft on the southernly neighbouring Ops Stand (Stands 3-9)."
	AD 005 App A Section 14.1	• New section "S1 Off-Gate De-icing Location".
	AD 005 App D	• Changed Saab 340 – Op stand 1,2,10A to Red, was Green • Changed Dash 8 100-400 – ops stand 3 to Red, was Green • "AGN II" was "Code "B""
	AD 005 App E	• Ops Stand 2 was: **A** B737, A220-300; **B** All jets, Q400; **C** DH8 1/2/3; **D** B1900, D328, Saab 340. Added "D" beside stop bar. • Ops Stand 8 was: **A**
	AD 005 App F	• Changed the area highlighted in yellow at op stand 8 from Ironman to EA. • Changed the highlighted yellow areas from Horizon between Ops Stand 2-3 to staging areas.
October 7, 2022	AD 005 Section 3	• Updated link to AD 007 (website)
	AD 005 Section 4	• Updated link to annex (website)
	AD 005 App A Section 1	• Updated link to safety reporting system (Powerapps)
	AD 005 App A Section 10	• Updated link to AD 012 (website)
	AD 005 App A Section 15	• Updated link to Annex 1 (website, 3 places)
	AD 005 App A Section 16	• Updated link to TP 312 4th Edition (Airport SP)
	AD 005 App E	• Gate 4 - added lines A all aircraft and B Q400/ B737-600(ground load only) – was one line for all aircraft • Gate 4a – was 767-2/3 changed to 767-200/300
	AD 005 App M Section 1	• Added "Helicopter operations are not approved on Apron III. Refer to AD 007 Appendix C Helicopter Operations for further information."
	AD 005 App M Section 5.	• Updated link to AD 004 (website)
March 14, 2022	AD 005 Appendix B	• Added "/800/MAX*" to note "B737 / A320 Includes..."
May 28, 2021	AD 005	• Added Section 4 Annexes and AD 005 Annex 1 Lightning Notification Procedure
	AD 005 Appendix A 15.	• Changed "procedure" to "process" in section title • Added link to AD 005 Annex 1
	AD 005 Appendix A 15.3	• Added requirement for turning on lightning notification lights • Added link to AD 005 Annex 1.

Date	Section(s) Changed	Summary of Change(s)
May 28, 2021 cont.	AD 005 Appendix A 15.5	• Added requirement for turning off lightning notification lights • Added link to AD 005 Annex 1.
January 19, 2021	AD 005 Appendix A	• Removed reference to Appendix G
	AD 005 Appendix B	• Corrected note on typical aircraft classes to A319/320 (was 319/320) and added A220-300
	AD 005 Appendix E	• Removed note on 10A that B737 aircraft to be positioned into place by tug/tow • Added A220-300 to 2A • Changed 3A to All Jets and removed CRJ, B737, A319/320 • Added A220-300 to 6B, 8B, 9A, and 10A • Moved DH8-1/2/3 from B to C on 6
	AD 005 Appendix G	• Removed entire appendix "Baghall Driving Direction"
June 29, 2020	AD 005	Added link to temporary amendments
May 22, 2020	ALL	New format completed.