



Kelowna International Airport

# AIRPORT DIRECTIVE 004

Revision Date: July 1, 2024

## Airside - General

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### REVISION STATUS

Document Number	Document Title	Revision Date
AD 004	Airside - General	July 1, 2024
AD 004 Appendix A	Airside Vehicle Identification	July 1, 2024
AD 004 Appendix B 	Airside Vehicle Operators Permit (AVOP) Program	July 1, 2024
AD 004 Appendix C	Foreign Object Debris / Damage (FOD) Program	July 31, 2019
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, Taxiway Charlie, Taxiway Golf and the 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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### Airside - General

#### 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:** *This is a process change. Requests for escort services now 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 a 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



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- All contractor vehicles will require escorting while inside the RA ([see 2.1](#))
- 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](#)



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# AIRPORT DIRECTIVE 004 APPENDIX A

Revision Date: July 1, 2024

## Airside Vehicle Identification

### 1. Vehicle Identification Numbers

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	IDENTIFICATION
Foam Truck (Oshkosh Striker)	Red 1
Foam Truck (Oshkosh Striker)	Red 2
Foam Truck (Ford)	Red 3
Toyota Highlander SUV	Staff 21
GMC Sierra Pick-up	Staff 22
Ford F-250 Pick-up	Staff 23
Chevrolet Silverado Pick-up	Staff 25
Toyota Highlander SUV	Staff 26
GMC Sierra Pick-up	Car 15
Bouygues Energies & Services – Van	Tech 37
Bouygues Energies & Services – Van	Tech 38
IHC Dump 4 X 4 Plow Truck	Truck 80
IHC 4 X 4 Dump Truck	Truck 82
IHC 4x4 Plow Truck	Truck 83
Oshkosh Multi-truck	Truck 84



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### Airside Vehicle Identification

VEHICLE	IDENTIFICATION
Oshkosh Multi-truck	Truck 85
Western Star 6 x 6 Multi-Purpose	Truck 86
Western Star 8 x 8 Dump Truck	Truck 87
Bobcat Toolcat	Tractor 150
Toro Mower	Tractor 151
Polaris Ranger 4x4	Tractor 152
New Holland Tractor	Tractor 153
New Holland Bi-Directional Tractor	Tractor 154
Bobcat	Tractor 155
Komatsu Loader	Loader 226
Volvo Loader	Loader 228
Commissionaires BC Pick-up	Security 209
Commissionaires BC Chev Malibu	Construction 240
Commissionaires BC Chev Tracker	Construction 241
Construction Escorts (Security) Rented Vehicles	Construction 242, 243, 244 and 245
NAV CANADA Chevy Silverado	Tech 71
NAV CANADA Chevy Silverado	Tech 72
NAV CANADA Chevy Silverado	Tech 73



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### Airside Vehicle Identification

VEHICLE	IDENTIFICATION
Carson Air Ground Handling Tugs	Ground Handler 485, 486
Shell Fuel Tenders	Refuellers 484, 487, 488, 489
Carson Air F250 Plow Truck *	Carson 479
Shell Wheeled Skid Steer *	Shell 480
Shell F350 Plow Truck *	Shell 481
Shell GMC 3500 Snow Truck *	Shell 482
Shell Ford F350 Plow Truck *	Shell 483
Carson Air Tracked Skid Steer Hangar *	Carson 490
Shell Kubota Tracked Skid Steer*	Shell 491
Shell International Dump Truck*	Shell 492
Shell IT14 Wheel Loader*	Shell 493
Carson Air Maintenance F350	Carson 494
Carson Kenworth Tandem Dump Truck*	Carson 495
KF Aerospace Ground Handling	Ground Handler 496
KF Aerospace Pick-Up	Pick-up 419, 484, 487



## Airside Vehicle Identification

VEHICLE	IDENTIFICATION
KF Aerospace Tug Tractors	Tug 307, 324, 368, 378, 391
KF Aerospace	Van 449
Airport R.C.M.P.	Police 206
Strategic Aviation (GAT) Tugs	Tug 308, 341, 352

\* 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 1<sup>st</sup> to March 31<sup>st</sup> for the purposes of snow removal.

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

### 2. Vehicle Radios

VEHICLE RADIOS	IDENTIFIERS
Airport Operations Vehicles	Staff 21, Staff 22, Staff 23, Staff 24 & Car 15
Aircraft Rescue Firefighting Vehicles	Red 1, Red 2 & Red 3
Oshkosh Multi-truck	Truck 80
IHC 4 X 4 Plow Truck	Truck 81
IHC 4x6 Dump Truck	Truck 82
IHC 4 X 4 Plow Truck	Truck 83
Oshkosh Multi-truck	Truck 84
Oshkosh Multi-truck	Truck 85





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### Airside Vehicle Identification

VEHICLE RADIOS	IDENTIFIERS
Western Star 6x6 Multipurpose	Truck 86
Western Star 8x8 Dump Truck	Truck 87
Bobcat Toolcat	Tractor 150
Toro Mower	Tractor 151
Polaris Ranger 4x4	Tractor 152
New Holland Tractor	Tractor 153
New Holland Bi Directional Tractor	Tractor 154
Bobcat Skidsteer	Tractor 155
Komatsu Loader	Loader 226
Volvo Loader	Loader 228
Bouygues	Staff 30, Staff 31, Staff 32, Staff 33
Commissionaires BC pick-up	Security 209
Commissionaires BC Malibu	Construction 240
Commissionaires BC Chev Tracker	Construction 241
Construction Escorts (Security)	Construction 242, 243, 244



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# AIRPORT DIRECTIVE 004 APPENDIX B

Revision Date: July 1, 2024

## 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.

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.

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 added and a points system will be used as per the following:



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# Airside Vehicle Operators Permit (AVOP) Program

### 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
- 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



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## Airside Vehicle Operators Permit (AVOP) Program

### 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](#)
- [AD 007 – Aircraft Operations](#)

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



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# Airside Vehicle Operators Permit (AVOP) Program

- Runway 16 West Approach Road
- Runway 34 West Approach Road
- Runway 34 East Approach 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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## Airside Vehicle Operators Permit (AVOP) Program

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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# Airside Vehicle Operators Permit (AVOP) Program

**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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# Airside Vehicle Operators Permit (AVOP) Program

## 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](#).





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# AIRPORT DIRECTIVE 004 APPENDIX C

Revision Date: July 31, 2019

## 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 each aircraft departure. 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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# AIRPORT DIRECTIVE 004 APPENDIX D

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](mailto: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.



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## AIRPORT DIRECTIVE 004 APPENDIX D

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# 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 issue 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 to state "crossing COMPLETE". 250-807-4350

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





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# 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.

#### **1.1 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.

#### **1.2 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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- 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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- 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."*







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## AIRPORT DIRECTIVE 004 AND APPENDICES

Date	Section(s) Changed	Summary of Change(s)
July 1, 2024 (cont.)	AD 004 App B Section 3	<p>written warning ii) Second infraction – second written warning iii) Third infraction – suspension of AVOP (D, D/A, D/S) for one year”</p> <ul style="list-style-type: none"> <li>• Added “and G” to “are designated by double amber lights at Taxiway C, E..”</li> </ul>
July 20, 2023	AD 004 Revision Status AD 004 App A Section 1  AD 004 App D Section 1	<ul style="list-style-type: none"> <li>• Added flag and note for Appendix B</li> <li>• Added Strategic Aviation (GAT) Tugs with Identification Tug 308, 341</li> <li>• Changed Airport Director to Airport Chief Executive Officer (CEO)</li> <li>• Changed Airport Director to Airport Chief Executive Officer (CEO) (2 places)</li> </ul>
November 15, 2022	AD 004 AD 004 Section 1 AD 004 Section 2.1.1  AD 004 Section 4  AD 004 Section 6 AD 004 App B Section 2  AD 004 App B Section 3  AD 004 App B Section 4  AD 004 App B Section 5	<ul style="list-style-type: none"> <li>• Removed Temporary Amendments link</li> <li>• Updated AD 005 link from insideylw to website</li> <li>• Updated Request for Service Form link from insideylw to Portal</li> <li>• Updated AD 004 Annex 1 link from insideylw to website</li> <li>• Updated annex links from insideylw to website</li> <li>• Updated AVOP application, AVOP Manual links from insideylw to Portal</li> <li>• Updated AD links (002, 005, 006, 007) from insideylw to website</li> <li>• Removed AVOP card link</li> <li>• Updated AD links (002, 005) from insideylw to website</li> <li>• Updated AD links (002, 005, 006, 007) from insideylw to website</li> <li>• Removed AVOP card link</li> <li>• Updated links for AD 006 Annex 2 and AD 006 Appendix B from insideylw to website</li> </ul>
August 11, 2021	AD 004 App A Section 1  AD 004 App A Section 1 / 2	<ul style="list-style-type: none"> <li>• Removed Foam Truck (E-One) - Red 4 and Red 5</li> <li>• Changed Staff 21 from Ford Explorer SUV</li> <li>• Changed “Staff 29” to “Car 15”</li> </ul>
April 28, 2021	AD 004 Section 2.3	<ul style="list-style-type: none"> <li>• Added Section 2.3 for Contractor Vehicle Access to the Restricted Area</li> </ul>



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