



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEXES

Revision Date: January 19, 2021

## Airside – General Procedures

### TABLE OF CONTENTS

**Notice to Airmen (NOTAM)** ..... 2

1. General ..... 2

2. Issuing Criteria ..... 2

3. NOTAM Issuing ..... 2

    3.1 *Voice NOTAMs* ..... 3

    3.2 *NOTAMs Concerning ARFF Response Levels* ..... 3

4. NOTAMJ (SNOWTAM) ..... 4

5. Delegated Authorities ..... 4

6. NOTAM Retention ..... 4

7. NOTAM Sample Form ..... 5

8. ICAO NOTAM Transition ..... 6

    8.1 *NOTAM Format Comparison* ..... 7

    8.2 *NOTAM Retrieval* ..... 8

    8.3 *Frequently Asked Questions (FAQ)* ..... 9

9. References ..... 9

**Runway Inspection Route** ..... 10

1. Runway Inspection Route Agreement ..... 10

2. Runway Inspection Route Procedure ..... 10

    2.1 *Description of Kelowna Runway Inspection Route* ..... 10

    2.2 *Phraseology* ..... 11

3. Runway Inspection Diagram ..... 11

**Airside Lighting Standards** ..... 13

1. General ..... 13

2. Serviceability Table ..... 13

3. Repair Cycle (Non-Emergency) ..... 13

4. References ..... 14

**Change Log** ..... 15

### REVISION STATUS

Document Number	Document Title	Revision Date
AD 004 Annex 1	Notice to Airmen (NOTAM)	December 14, 2020
AD 004 Annex 2	Runway Inspection Route	January 19, 2021
AD 004 Annex 3	Airside Lighting Standards	December 14, 2020



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

### 1. General

The following information details YLW procedures and authorities for the issuance of a Notice to Airmen (NOTAM.)

The governing document respecting the issuance of NOTAMs is NAV CANADA's Canadian NOTAM Operating Procedures Manual (located in the ECC and the Combined Services Building, as well as on the Nav Canada website – see [References](#)).

### 2. Issuing Criteria

A NOTAM shall be issued promptly (at least five hours but generally not more than 48 hours in advance) whenever the information to be distributed is of a temporary nature and of short duration or when operationally-significant permanent changes or temporary changes of long duration are made at short notice.

For non-Aircraft Rescue and Firefighting (ARFF) related events that are planned less than five hours in advance or occur without notice and have an expected duration of less than one hour, a [Voice NOTAM](#) (advisory) should be issued. A [Voice NOTAM](#) (advisory) must be issued at the time the event is planned or takes place.

A NOTAM should be issued for any of the circumstances listed in the [Canadian NOTAM Operating Procedures Manual Section 3.1](#).

### 3. NOTAM Issuing

NOTAMs are to be sent by fax to the Kamloops Flight Information Centre (FIC) (1-250-376-9347), who will then publish it through the National NOTAM Office in Ottawa. The NOTAM is to be completed on a [NOTAM Form](#) (see also [NOTAM Sample Form](#))

- A follow-up call is to be made to the Kamloops FIC (1-866-992-7433) to confirm they have received the fax and ensure there are no questions or concerns.
- A copy is to be faxed to the Kelowna Control Tower and the Penticton FSS.
- Confirm that the NOTAM is in place by viewing the NAV CANADA website: <http://www.flightplanning.navcanada.ca>, and follow the NOTAM link.



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

All NOTAMs are detailed by the Airport Duty Manager in the twice daily Airport Operations Shift Report (AOSR). Refer to [AD 003 Annex 4 Airport Operations Shift Report \(AOSR\)](#).

### 3.1 Voice NOTAMs

Voice NOTAMs (or voice advisories) are to be sent to the Kelowna Control Tower (0600-2230L), or to the Penticton Flight Service Station (FSS) (2230-0600L). They will issue the information on the ATIS (Automated Terminal Information Service).

Information on the ATIS can be heard by phone at 250-491-0310 or on frequency 127.5 MHz.

### 3.2 NOTAMs Concerning ARFF Response Levels

The Airport Operations Specialist / Firefighter Crew Captain (Crew Captain) is authorized and required to issue a NOTAM for reduced ARFF Category. The wording of the ARFF NOTAM reflects the level of service provided as follows:

SITUATION	NOTAM WORDING
Oshkosh Striker Unserviceable	"ARFF reduced to Category 5."

The Crew Captain is responsible to ensure that the handwritten copy of the NOTAM is submitted to the Airport Operations Manager.

The Airport Fire Chief, Airport Duty Manager and the Airport Manager on Call (AMoC) will be notified of all changes in ARFF Category levels.

Short-term truck unserviceabilities of less than one hour should be issued as [Voice NOTAM](#) only. If the level of ARFF is reduced and expected to exceed one hour, a NOTAM should be issued stating the category reduction.

When ARFF resources are deployed off-airport, a [Voice NOTAM](#) is to be transmitted to the Control Tower stating the reduced ARFF category or, if all resources removed, the condition "No ARFF Coverage Available." A hard copy should be issued when time permits.



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

### 4. NOTAMJ (SNOWTAM)

NOTAMJs (SNOWTAMS) will be issued directly from YLW runway condition reporting vehicles to the NAV CANADA NOTAM site. In the event of a failure to the system, hard copies will be faxed to NAV CANADA's Kamloops Flight Information Centre (FIC)(1-250-376-9347).

Runway closures due to winter conditions as outlined in [YLW Airport Directive \(AD\) 011](#) cannot be issued through the runway condition reporting vehicles and will require a separate NOTAM issued to NAV CANADA's Kamloops Flight Information Centre (FIC) and Penticton FSS.

### 5. Delegated Authorities

The authority to issue a NOTAM concerning airport facilities and services rests with the Airport Director. This authority is delegated in certain instances to Airport Operations personnel, as necessary.

### 6. NOTAM Retention

Completed / cancelled NOTAMs are to be given to the Airport Operations Manager.

The Airport Duty Managers maintain a historical database of published NOTAMs in the Airport Operations Shift Report (AOSR).

Copies of issued NOTAMs are kept on file for a minimum of two years.



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

### 7. NOTAM Sample Form

CITY OF KELOWNA  
KELOWNA INTERNATIONAL AIRPORT  
NOTAM

Select type:  
 ADIS  
 VOICE ONLY  
ADIS – issued on national system  
Voice – issued locally on ATIS

Calendar date (21<sup>st</sup>) and time sent to Nav Canada

Circle: N - new, R - revising a current, C - canceling

Sample wording. Can be written in plain language, but NOTAM may abbreviate words

Start date: May 21 at 2335 z

Times in "zulu" or UTC. A second line can be added for local time.

TIL: NOTAM expires at this time.

Where the NOTAM is to be Disseminated to

Sender info: Specific if required, in case Nav Canada has any questions

OPS-01 2002/03/

IF TEXT EXCEEDS 300 GROUPS (200 GROUPS IF FIELD 3 USED) AN INDICATION, E.G. PART 1 OF 2, MUST APPEAR AS FIELD 11 IN THE NOTAM LINE

12. (FOR ORIGINATOR USE)  
IDENT TEXT  
CYLW ->

AFF REDUCED TO CATEGORY 5

DISTRIBUTION  
 TDM (INITIAL COORDINATION)  (FINAL APPROVAL)  
 TOWER  ACC  TCU  
 OTHER AGENCIES

ORIGINATOR (Other than site)  
NAME AND TELEPHONE NUMBER  
James Hall 250-765-8678 ext 204  
REC'D BY -- TIME

Field 4 - Date and time of originator using day, hour, and minutes in UTC

Field 6 - Input year only (2 digits)

Field 7 – Circle appropriate

Field 9 – CYLW

Field 10 – Kelowna International Airport

Field 12 – CYLW as "ident". Then input text of NOTAM in all caps, and FROM date info. Plain language may be used, or approved abbreviations. NOTAM office will abbreviate as necessary.



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

Field 13 – 15 - Circle TIL or TIL APRX . If TIL is used, the NOTAM will automatically expire at the indicated date. A NOTAM using TIL APRX will necessitate a NOTAM R or NOTAM C. Input date/time in UTC.

Other information: Complete originator information.

### 8. ICAO NOTAM Transition

What is changing?

- Transition NAV CANADA from disseminating Canadian domestic NOTAMs to ICAO NOTAM
- Transition from [Canadian NOTAM Procedures Manual \(CNPM\)](#) to [Canadian NOTAM Operating Procedures \(CNOP\)](#) on October 10, 2019.
- ICAO NOTAM will not be available on [AWWS](#). After the transition, [Collaborative Flight Planning Services \(CFPS\)](#) must be used for ICAO NOTAM and NOTAMJ retrieval.

What is the impact on Aerodrome NOTAM origination?

- The process for submitting an aerodrome NOTAM (e.g. a runway closure or service availability) is not changing, nor is the information required to be provided.
- The process for submitting an aerodrome NOTAM (e.g. a runway closure or service availability) is not changing, nor is the information required to be provided.
- The process for submitting an aerodrome NOTAM (e.g. a runway closure or service availability) is not changing, nor is the information required to be provided.



Kelowna International Airport

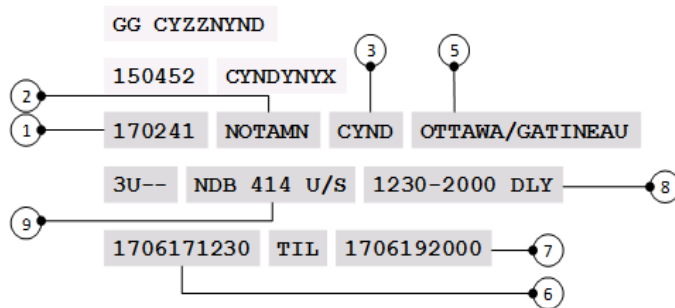
# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

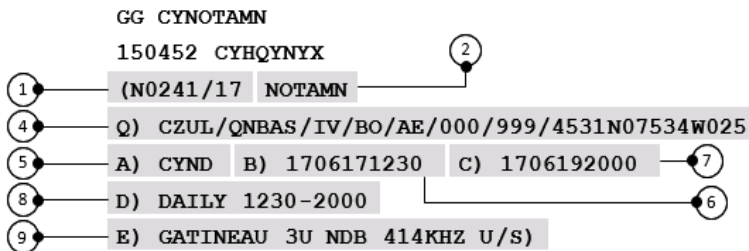
### 8.1 NOTAM Format Comparison

#### Canadian Domestic NOTAM:



Number	Field Name
1	NOTAM continuity number
2	NOTAM type
3	NOTAM File
4	Q-line
5	Location
6 and 7	Start and end time
8	Schedule
9	Text
Not depicted	Lower and Upper Limits

#### ICAO NOTAM:



**180001 NOTAMN CYOW OTTAWA/MACDONALD-CARTIER INTL  
CYOW RWY 07/25 CLSD  
1306141230 TIL APRX 1306172000**

**(A0001/18 NOTAMN  
Q) CZUL/QMRLC/IV/NBO/A/000/999/4519N07540W005  
A) CYOW B) 1306141230 C) 1306172000EST  
E) RWY 07/25 CLSD**



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

### 8.2 NOTAM Retrieval

The screenshot displays the NAV Canada Collaborative Flight Planning Services interface. At the top, there are tabs for 'Welcome' and 'Weather'. The main search area includes a dropdown menu set to 'CYOW (Site)', a search input field with the placeholder 'Enter Aerodrome, FIR, Navaid, etc.', and a 'Search' button. Below the search field, there are several filter options: 'Route Radius (NM)' set to 50, 'SIGMET', 'AIRMET', 'NOTAM' (checked), 'METAR' set to '1H', 'TAF', 'PIREP', 'Upper Wind', and 'BC VFR Route Forecast'. An 'Analysis' section includes checkboxes for 'Surface', '250 hPa', '500 hPa Thickness', '500 hPa Vorticity', '700 hPa', and '850 hPa'. On the right side, there is a 'Sort By' dropdown set to 'Location' and a 'Searched performed at: 2019-09-29 22:48:41' timestamp. Below this is a 'Bulletin' section with a search input field. The results are displayed in a list of NOTAMs, each with a unique identifier and a list of affected aerodromes (A, B, C, D, E). The visible NOTAMs are: (B4941/19 NOTAMN) A) CYOW B) 1909290117 C) 1909302359 E)OTTAWA VOR YOW 114.6MHZ OUT OF SERVICE); (B4912/19 NOTAMR B4898/19) A) CYOW B) 1909271200 C) 1911041800 E)MOBILE CRANE RADIUS 110 FT CENTRE 451955N 753930W (APRX 0.7 NM NE AD) 150 FT AGL 484 MSL, LGTD AND NOT PAINTED ); (B4840/19 NOTAMN) A) CYOW B) 1909231830 C) 1910311930 E)MIGRATORY BIRD ACT); and (B4754/19 NOTAMR B4752/19) A) CYOW B) 1909191100 C) 1909202000 D)1100-2000 DLY E)RNAV (RNP) Y RWY 14 APCH: RNP 0.15 MINIMA: NOT AUTH.

- Users will be required to go to [CFPS](#) to retrieve NOTAMs. NOTAM queries are based on geographical coordinates rather than NOTAM file.
- Click on the "Weather" tab. An account is not required to access the Weather tab.
- To find an aerodrome NOTAM, type in the name of the aerodrome and click "Search".
- To define the search to just CYLW, add "YLW" to the Filter column under "Bulletin".





Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 1

Revision Date: December 14, 2020

## Notice to Airmen (NOTAM)

### 8.3 Frequently Asked Questions (FAQ)

What happens to the current domestic NOTAMs?

- The NOTAM Office is in the process of manually transferring existing domestic NOTAM into the ICAO NOTAM format. Only NOTAMs that are active past October 10 0901 UTC will be transferred to the new system. After the stabilization period, all active domestic NOTAMs will be cancelled.

Will the new ICAO NOTAMs have the same continuity numbers as the current domestic NOTAMs?

- No, the ICAO NOTAM continuity number will be independent of the domestic NOTAM numbering. The new ICAO NOTAM will not refer to their domestic NOTAM predecessor in any way.

Is there any way to cross-reference the new ICAO NOTAMs with their domestic NOTAM predecessor?

- NAV CANADA can provide this information upon request. Please contact the NOTAM supervisor at 613-248-3998 or [Benoit.Lalande@navcanada.ca](mailto:Benoit.Lalande@navcanada.ca)

Where do the coordinates for the Q-line come from?

- NAV CANADA's aeronautical database contains coordinates for aerodromes, runway thresholds, and other aeronautical features. This database is used to populate the Q-line coordinates for aerodrome NOTAMs.

Does this transition affect the origination of NOTAMJs?

- No. NOTAMJs continue to be entered as they are today. NOTAMJ recall must be performed via CFPS.

## 9. References

[Canadian NOTAM Operating Procedures Manual](#)

[NOTAM Form](#)



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 2

Revision Date: January 19, 2021

## Runway Inspection Route

### 1. Runway Inspection Route Agreement

The "Runway Inspection Route Agreement Between the Kelowna International Airport and NAV CANADA" dated December 29, 2020 is in place to formalize the communications protocol between NAV CANADA and the Kelowna International Airport during routine and frequent runway inspections.

This inspection route may be used between 2230-0500L.

Modifications to this procedure may require amendment of the agreement.

### 2. Runway Inspection Route Procedure

The procedure streamlines and minimizes the radio communications between the YLW inspection vehicle and the Penticton Flight Service Specialist, while setting precise expectations on how the inspection will be achieved and where the inspection vehicle will be during the procedure.

#### ***2.1 Description of Kelowna Runway Inspection Route***

- Initiate the inspection at the Firehall Access Road; then
- North on Taxiway Delta; then
- Taxiway Alpha; then
- North on Taxiway Foxtrot; then
- Access Runway 16 via the Runway 16 West Approach Road; then
- Full length runway inspection southbound; then
- 180 turn on south (Runway 34) end; then
- Exit Runway at Taxiway Delta; then
- Taxiway Echo; then
- Taxiway Charlie; then
- Northbound on Taxiway Delta; then
- Exit Fire Hall access road



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 2

Revision Date: December 29, 2020

## Runway Inspection Route

### 2.2 *Phraseology*

YLW Airport Operations Staff:

- "Penticton FSS, this is (YLW Vehicle Ident) at the Firehall Access road requesting the Kelowna Runway Inspection Route"
- YLW will advise and request any deviations from the approved Inspection Route with YYF FSS

NAV CANADA YYF FSS Specialist, once confirmed that no active aircraft or usage conflicts are present, may advise:

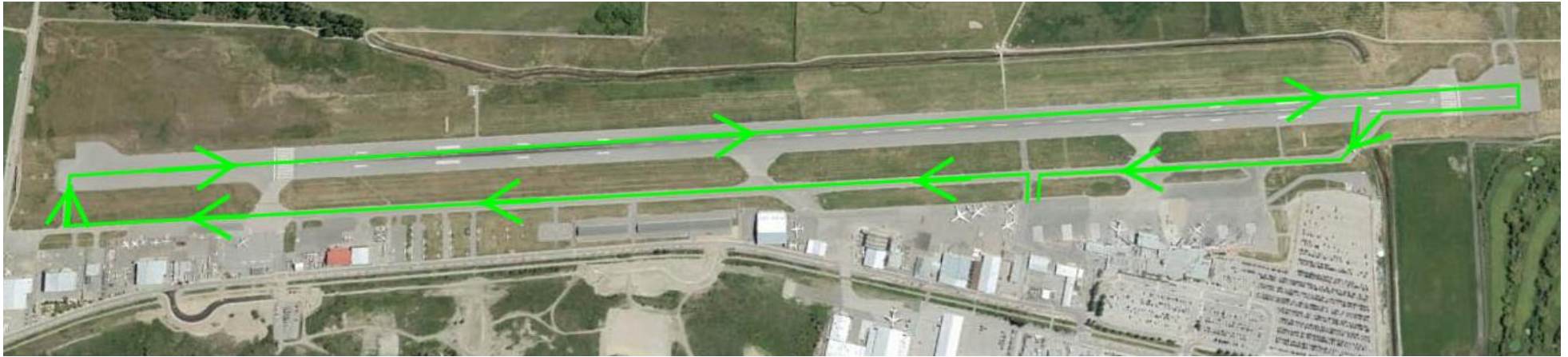
- "(YLW vehicle Ident) proceed via the Kelowna Runway Inspection Route, report when off all maneuvering areas".

**NOTE:** The route will only be given when no aircraft operations are present or estimated in next 10 minutes. Routing will be cancelled, followed by specific routing when aircraft activity is initiated and or prior to handoff to Kelowna Tower ATC operations. HOLD SHORT instructions to be issued as needed.

### 3. Runway Inspection Diagram

The next page shows a graphical representation of the Kelowna Runway Inspection Route.

## Runway Inspection Route





Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 3

Revision Date: December 14, 2020

## Airside Lighting Standards

### 1. General

In order to ensure compliance with Transport Canada recommendations on airfield lighting serviceability, minimum acceptable lighting levels have been established.

The current lighting for runways and taxiways is outlined in the [YLOW Airport Operations Manual \(AOM\)](#).

Airport Operations are to initiate an emergency call-out of the Airfield Electrical Contractor and issue a NOTAM (as required) in accordance with the minimum lighting criteria outlined in the table below.

### 2. Serviceability Table

VISUAL AID SYSTEM	MAXIMUM UNSERVICEABLE (U/S)*	EMERGENCY CALLOUT	NOTAM REQUIRED
MALSR (Total Units)	6	7 or more	10 or more
MALSR (Units Per Barrette)	1	2 or more	2 or more
Runway Edge Lights (Total)	9	10 or more	14 or more
Runway Edge Lights (Adjacent)	1	2 or more	3 or more
Runway Threshold Lights	0	1 or more	2 or more
Runway End Lights	0	1 or more	2 or more
Runway Guard Lights	1	2 or more	2 or more
Taxiway Edge Lights (Adjacent)	1	2 or more	2 or more
Apron Edge Lights (Adjacent)	1	2 or more	2 or more
ODALS	1	2 or more	2 or more
PAPI (Total Units)	0	1 or more	1 or more
Hazard Beacons	0	1 or more	1 or more

\*NOTE: All values for TP 312 4<sup>th</sup> Edition, except as noted. See [References](#) for further details.

### 3. Repair Cycle (Non-Emergency)

The YLOW standard for addressing regular (non emergency) service requests for airfield lighting repairs is for the repair to be complete no later than the second inspection cycle immediately following the issuance of the service request.



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX 3

Revision Date: December 14, 2020

## Airside Lighting Standards

### 4. References

[TP 312 4th Edition](#)

[Transport Canada AC 302-008 Maintenance of Runway and Taxiway Lighting Systems](#)

[Transport Canada AC 300-006 Precision Approach Path Indicator Maintenance and Inspection \(PAPI\)](#)



Kelowna International Airport

# AIRPORT DIRECTIVE 004 ANNEX

## Change Log

Date	Section(s) Changed	Summary of Change(s)
January 19, 2021	AD 004 Annex 2 Section 1	Added that inspection route may be used between 2230-0500L.
December 29, 2020	AD 004 Annex 2 Section 1	Added agreement date with NAV Canada and updated to match agreed terminology.
December 14, 2020	AD 004 Annex 1 Section 3 AD 004 Annex 2 AD 004 Annex 3	Added link to AD 003 Annex 5. Original issue Original issue
January 30, 2020	AD 004 Annex 1	Original issue