



YLW

Kelowna International Airport

AIRPORT DIRECTIVE 006

Revision Date: July 1, 2024

Airside – Runway and Taxiways

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REVISION STATUS

Document Number	Document Title	Revision Date
AD 006	Airside – Runway and Taxiways	July 1, 2024
AD 006 Appendix A	Commercial IROPS (Irregular Operations)	July 1, 2024
AD 006 Appendix B	Flight Diversions	July 1, 2024
AD 006 Appendix C	Reduced Visibility Operations Plan (RVOP)	July 1, 2024
AD 006 Appendix D	Taxiway Restrictions	July 1, 2024
AD 006 Appendix E	AGN IV Aircraft Operations	November 7, 2022

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

1. Introduction

This Directive sets out and describes manoeuvring area activities and requirements at YLW. These areas encompass the Runway and Taxiways on the YLW airfield. Canadian Aviation Regulations require that YLW meets the applicable aerodrome standards associated with runway and taxiway standards.

2. Runway

YLW has a runway inspection program and supporting airfield lighting systems inspection program, which is detailed in [AD 006 Annex 1 Runway Inspection Program](#).

3. Taxiways

YLW has established procedures for operational restrictions on Taxiways at the Airport. These procedures are detailed in [Appendix D](#).



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4. Notice to Airmen (NOTAM)

Refer to [AD 004 Annex 1](#) for information on NOTAM.

5. Reduced Visibility Operations Plan (RVOP)

YLW has a Restricted Visibility Operations Plan pursuant to [Transport Canada Advisory Circular \(AC\) 302-001](#). The RVOP is detailed in *Annex 3 Reduced Visibility Operations Plan (RVOP)*.

6. Runway Safety Areas and Instrument Landing System (ILS) Critical Areas

YLW, where vehicle control or advisory services are provided by Nav Canada (ATC or FSS), has agreements in place outlining the parameters for equipment to operate within the critical portion of the runway edge safety area and within the ILS critical area.

Related procedures and associated drawings for these areas are detailed in [AD 006 Annex 2 Runway Safety Areas](#).

7. AGN IV Aircraft Operations (formerly Code "D")

YLW has specific procedures for dealing with AGN IV aircraft operations. These procedures are detailed in [Appendix E](#)

8. Annexes

- [Annex 1 – Runway Inspection Program](#)
- [Annex 2 – Runway Safety Areas and Instrument Landing System \(ILS\) Critical Areas](#)



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Commercial IROPS (Irregular Operations)

1. General

This procedure provides the necessary guidelines for Airport Operations staff to mitigate the effects of IROP (Irregular Operations) on YLW during:

- **Isolated events** (i.e. 15-30 minutes late) where short waits of arriving aircraft may occur due to parking congestion; and
- **Systematic events** such as cancellations, aircraft mechanical, long delays or diversions causing a major impact on flight operations, and specifically on apron parking management.

The Irregular Operations Plan is managed by the Airport Duty Managers and the Airport Operations Centre. The ability to handle cancellations, aircraft mechanical, long delays or diversions are dependent on time of day.

2. Commercial Diversions

The Kelowna International Airport acts as an alternate for multiple airports in Alberta and BC. A diversion due to weather, or other issues puts into place contingency plans that are built by the commercial carriers to divert aircraft into YLW and other airports.

Refer to [Appendix B](#) for details.

3. Commercial Aircraft Capacity

- **Apron I:** Main terminal has 10 gates, on average normal operations has 4 to 5 gates in service at any one time, with bridge operations on 4, 6, 7 and 9. There is also aircraft restrictions on various Op Stands based on aircraft size, and adjacent Op Stand parking plan. Typically, all Op Stands are full RON.
- **Apron III:** Has ability to hold 2 aircraft on a ground-hold basis. Fueling and de-icing is permitted. Offloading is not authorized unless ground transportation is made available by the air carrier. Aircraft cannot enter Apron III without an aircraft marshaller.
- **Excess Parking** - S1 can be utilized as an extreme irregular operations gate to park and deplane passengers from the aircraft. Sufficient staffing from the airline and Airport Operations is required to safely guide passengers to the nearest walkway (Ops Stand 8). Passenger boarding is not permitted on S1.



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Taxiway Delta between Charlie and Echo can be used to ground-hold up to 3 commercial aircraft. Aircraft are authorized to shut down but no fueling or passenger offloading is authorized on Delta. AMoC must approve use of this contingency.

Maximum number of commercial aircraft on the ground at one time is 13 on Aprons I and III, and 3 more with excess parking.

In the event that the 16 aircraft limit is reached, the Airport Operations Centre must advise all carriers that they can no longer accept diversions until such time as space becomes available.

4. Contact Numbers

- Airport Operations Centre: 250-807-4350
- CBSA: 250-491-5176/Emergency Day: 250-258-4320 (After hours – 250-490-6420)
- CASTSA SOC: 1-866-226-7272
- YLW Security: 250-212-6955
- PALADIN SDM: Local 4412 or 1-788-984-0400
- TC SitCen: 1-888-857-4003

5. Contingency Process

YLW ADM or Operations shall communicate plan to affected carriers and AMoC.

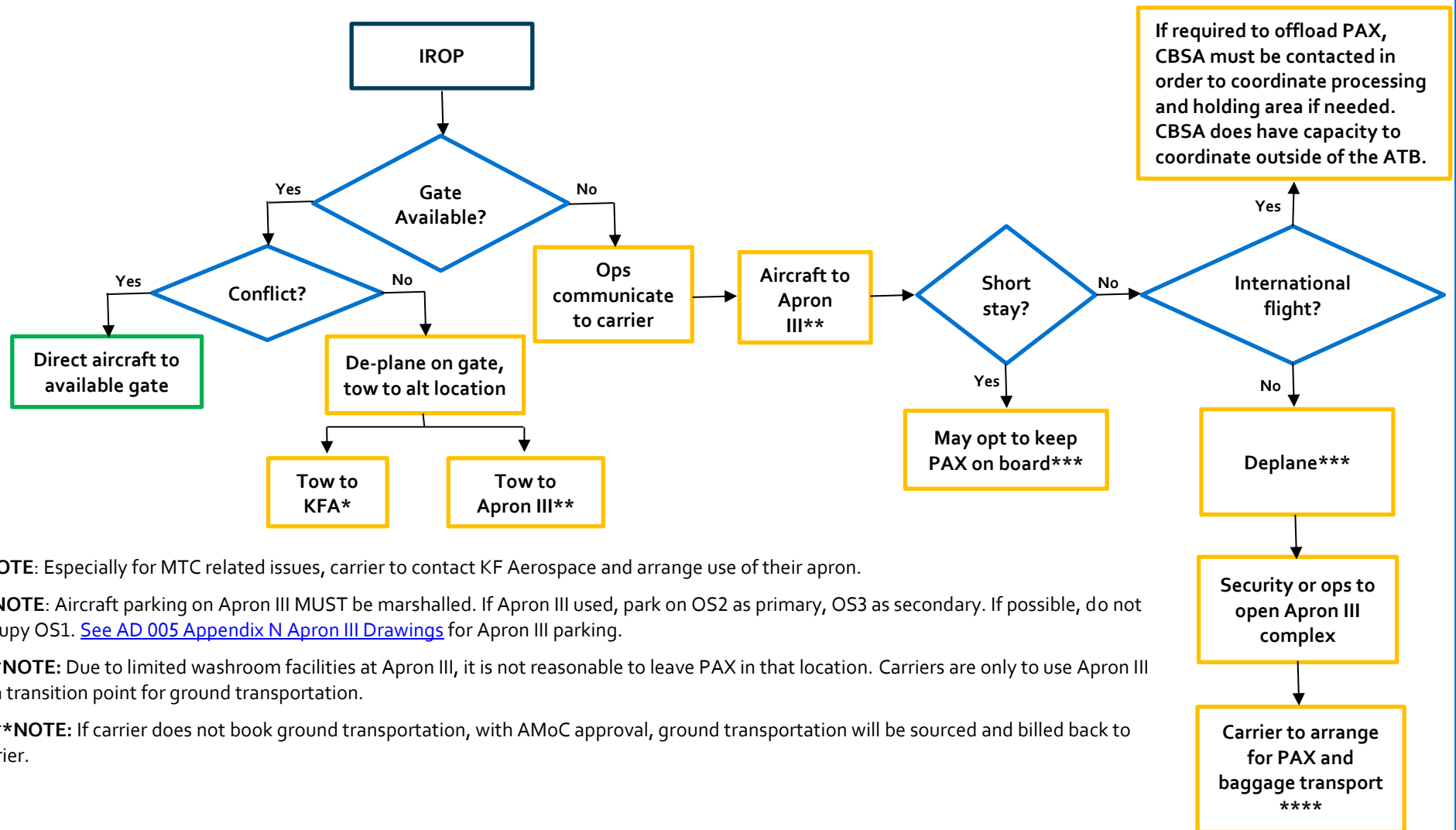
Lead time for aircraft off Op Stand parking is critical.

If flight crew departs aircraft, ground handlers may not have capability to "ride brakes".

Carriers must communicate with YLW operations in order to ensure contingency to move an aircraft is immediately available.

Process chart for contingency IROPS is on the next page.

Figure 5-1: Contingency Process Chart



*NOTE: Especially for MTC related issues, carrier to contact KF Aerospace and arrange use of their apron.

**NOTE: Aircraft parking on Apron III MUST be marshalled. If Apron III used, park on OS2 as primary, OS3 as secondary. If possible, do not occupy OS1. [See AD 005 Appendix N Apron III Drawings](#) for Apron III parking.

***NOTE: Due to limited washroom facilities at Apron III, it is not reasonable to leave PAX in that location. Carriers are only to use Apron III as a transition point for ground transportation.

****NOTE: If carrier does not book ground transportation, with AMoC approval, ground transportation will be sourced and billed back to carrier.



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6. IROP - Multiple Lengthy Delays

If IROP involves multiple lengthy delays:

- Advise AMoC.
- Advise Shell Aerocentre to ensure fuelers are aware and ensure fuel trucks are onsite in a timely manner.
- Advise CBSA in the event there are inbound trans-border/international arrivals.
- Advise the airport security contractor and ensure sufficient number of security personnel remain on site to handle potential offloads if they occur.
- Advise local CATSA Point Lead of potential offloads and onloads if diversions are to occur after normal operating hours.

During periods when YLW experiences multiple IROP traffic the Airport Duty Manager will open the Emergency Coordination Centre (ECC) to serve as a control centre for managing the sequencing and contingency parking of aircraft, and for coordinating with Nav Canada and the Airport Operations Centre. The ECC will serve as the central processing centre for information on incoming diverted flights and contingency procedures.

The Airport Duty Manager will consult with the Airport Manager on Call to determine the following:

- Long term ECC staffing
- Assess the requirement for a Media management plan

7. Additional Notes

7.1 Weather Information

Up-to-date weather information for Canadian airports can be found at:

[SPACES - spaces \(navcanada.ca\)](https://spaces.navcanada.ca)

- Click on METAR/TAF
- Type in the airport code (example: CYYC)
- Click on "Get the bulletins"



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7.2 Overnight Stays

If aircraft and passengers remain overnight, solicit an operational plan from the air carrier for the next day (i.e. additional extra sections, flight numbers etc.) Add extra sections into Better Forecast.

7.3 Passenger Transportation

Carrier diversions may include transporting passengers via bus to their final destination. The Airport Operations Centre and/or Airport Duty Manager must provide oversight and assign support for coordination of bus traffic.

7.4 Transborder / International De-Plane Requirements

If there are inbound trans-border/international de-plane requirements in an IROP; there are two options to hold sterile passengers:

- **Customs Hall/PIL** – Ensure the area is secure. Ensure the air carrier provides bottled water to the area before the aircraft arrival.
- **If PIL is not available**, and the IROP results in a de-plane, and is after last domestic departure, with appropriate security measures (coordinated between CBSA, ADM, AMOC and Operations), the departures lounge can be used.

NOTE: If an international de-plane occurs at Apron III, CBSA to coordinate/ lead with Operations and Security assistance.

7.5 Documentation in FIDS

All inbound/outbound diversion flights and any make-up extra section flights (that utilize the ATB/ Gates) need to be added to Better Forecast for tenant, contractor / customer information as well as for billing purposes.



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Flight Diversions

1. General

This procedure provides the necessary guidelines for Airport Operations staff to mitigate the effects of flight diversions into YLW during weather minimums at Vancouver (YVR), Calgary (YYC), Edmonton (YEG) and other regional airports.

The YLW priority for diversions will be:

- Commercial air carriers, and then
- General aviation traffic

The Kelowna International Airport acts as an alternate to YVR, YYC and YEG and other regional airports for flight diversions in the event of weather minimums.

When the Terminal Aerodrome Forecast (TAF) issued at YVR, YYC, or YEG indicates weather at or below $\frac{1}{4}$ mile visibility, contingency plans are built by the commercial carriers to divert aircraft into YLW and other airports.

The regular Operations Diversion Plan is managed by the Airport Duty Managers and the Airport Operations Centre. The ability to handle diversions is dependent on time of day.

2. Commercial Aircraft Capacity

Refer to [Appendix A Commercial Apron Capacity](#).

3. Coordination of WestJet Diversion Contingency Plan

WestJet has established a three-level plan for diversions into YLW which will be implemented by WestJet Operations Control Centre based in Calgary.

Level 1:

- TAF at local site (YVR, YYC, YEG) showing probability of weather falling below minimums.
- Airport Operations Centre to be prepared for flight diversions.
- WS OCC/AGI Supervisor will contact YLW Operations with information on potential diversions.



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Flight Diversions

- Airport Operations Centre or Airport Duty Manager will advise service providers (Skyway, CATSA, Shell, CBSA and airport security contractor) of potential inbound flight diversions.

Level 2:

- Local weather (YVR, YYC, YEG) approaching minimums.
- Flights may start diverting at any time.
- Airport Operation Centre or Airport Duty Manager to commence gate assignment for diversion list.

Level 3:

- Local weather (YVR, YYC, YEG) is at or below minimums.
- Flight diversions are imminent and enroute.
- WJ OCC to communicate with Ops/DM that diversion is enroute, pax number and plan (fuel and go or stay).
- Airport Operations Centre or Airport Duty Manager to enter flight arrivals into Better Forecast system for billing purposes.

Level 3 Call List – (Confirm YLW is set to receive diversions):

- Advise AMoC.
- Advise Shell Aerocentre to ensure fuelers are aware and ensure fuel trucks are onsite in a timely manner.
- Advise CBSA in the event there are inbound trans-border/international arrivals. Advise the airport security contractor and ensure sufficient number of security personnel remain onsite to handle potential offloads if they occur.
- Advise local CATSA Point Lead of potential offloads and onloads if diversions are to occur after 20:30.

4. Emergency Coordination Centre (ECC) for Diversions

During periods when YLW is receiving diversion traffic, the Airport Duty Manager will open the Emergency Coordination Centre (ECC) to serve as a control centre for managing the sequencing and contingency parking of aircraft, coordinating with Nav Canada and the Airport Operations Centre.



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Flight Diversions

The ECC will serve as the central processing centre for information on incoming diverted flights and contingency procedures.

The Airport Duty Manager will consult with the Airport Manager on Call to determine the following:

- Long term ECC staffing requirements
- Media management plan

Through the winter operations period, during overnight diversion events, the CRFI reporting frequency will be adjusted to provide reports on a 24/7 basis.

5. Primary Contact Number

- Airport Operations Centre: 250-807-4350

6. Additional Notes

See [Appendix A Additional Notes](#) as these notes apply to diversions as well.



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AIRPORT DIRECTIVE 006 APPENDIX C

Revision Date: July 1, 2024

Reduced Visibility Operations Plan (RVOP)

1. General

YLOW has instituted a Restricted Visibility Operations Plan (RVOP) pursuant to [Transport Canada Advisory Circular \(AC\) 302-001, Issue No 2](#) - Publication of the Level of Service with Respect to Departure Below RVR 2600 (1/2 Statute Mile). The AC requires airport operators to develop and implement Reduced Visibility Operational Plans to reduce the possibility of runway incursions.

YLOW can provide Reduced Visibility Operations on maneuvering surfaces between RVR 2600ft (1/2 statute mile) and 1200ft (1/4 statute mile).

Runway Visual Range (RVR) is measured by specific instruments which provide an RVR value. YLOW does not have RVR equipment but can provide a similar value using "prevailing visibility".

- This value will be determined by NAV CANADA during the Kelowna Control Tower hours of operation (0530L – 2230L).*
- This value will be determined by the Airport Operations Center outside of Kelowna Control Tower hours of operation (2230L – 0530L).

No aircraft operations may take place on movement surfaces when conditions are below 1200ft (1/4 statute mile).

2. Reduced Visibility Implementation Plan

When Runway Visual Range (or prevailing visibility) is between 1/2 statute mile and 1/4 statute mile the following actions will be taken:

- NAV CANADA, under the direction of YLOW Operations, will limit vehicle operations on the maneuvering surfaces or roadways with direct access to the runway when an aircraft is operating on the maneuvering surfaces. (i.e. during an aircraft operation all vehicles will be held on the aprons).
- In the event of a power failure during night hours, NAV CANADA will limit aircraft operations on the maneuvering surfaces to one in, one out; and will restrict vehicle operations on the maneuvering surfaces or roadways with direct access to the runway when an aircraft is operating on the maneuvering surfaces. (i.e. during an aircraft operation all vehicles will be held on the aprons).
- The airport will cease construction and routine maintenance on maneuvering surfaces.



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Reduced Visibility Operations Plan

- The airport will conduct a physical check to confirm all runway guard lights are operational at all taxiways accessing the runway
- Airport Operations will send a Vortex Alert Notification that RVOP is active
- Airport Operations will advise Penticton FSS (during RAAS hours) at 250-492-3001 that RVOP is active
- Airport Operations will update the [Status Board](#) RVOP section with an information note that RVOP is active (change to orange)
- When RVOP is removed, a Vortex Alert Notification will be sent that RVOP is no longer active, a phone call to Penticton FSS (during RAAS hours) to advise that RVOP is no longer active, and the Status Board note will be removed (returned to green)



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AIRPORT DIRECTIVE 006 APPENDIX D

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Taxiway Restrictions

1. General

The following procedures for operational restrictions on Taxiways at YLW are mandatory:

- All taxiways at YLW are controlled aircraft maneuvering surfaces.

2. Taxiway Delta Operations

Taxiway Delta is 59.0 feet (18.0 metres) wide and is approved for the operation of aircraft with wingspans up to 125.0 feet (38.1 metres).

Aircraft parked on the west side of Taxiway Delta south of Taxiway Alpha are to be a minimum distance of 91.2 feet (27.8m) to provide wingtip clearance for Code C aircraft and the Boeing 757 (without winglets).

- The 91.2 feet (27.8m) vs. the 85.3 feet (26.0 metres) was determined by applying ICAO methodology to provide the equivalent level of safety standard for the B757 (without winglets) and the largest Code C aircraft (wingspan 118.0 ft (36.0m)).

Aircraft parked on the Kelowna Flightcraft / KF Aerospace apron are parked as provided for in the agreement between Kelowna Flightcraft and City of Kelowna. This is to provide transitional slope clearance and will be verified daily by airport personnel during the early morning FOD check.

2.1 Runway Intersections and Taxiway Delta:

The taxiway holding positions from the runway onto Taxiway Alpha, Bravo and Charlie do not provide the minimum distance separation requirements as outlined in the [Aerodrome Standards and Recommended Practices TP312E, 4th Edition](#).

Aircraft and vehicles must exit onto Taxiway Delta or beyond prior to next the runway movement.

3. Taxiway Echo Operations

Taxiway Echo is 90 feet (27.5 metres) wide and is approved for the operation of aircraft with wingspans up to 125.0 feet (38.1 metres).

Movable obstacles to the north and south of Taxiway Echo are to be a minimum distance of 91.2 feet (27.8m) to provide wingtip clearance for Code C aircraft and the Boeing 757 (without winglets).



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Taxiway Restrictions

- The 91.2 feet (27.8m) vs. the 85.3 feet (26.0 metres) was determined by applying ICAO methodology to provide the equivalent level of safety standard for the B757 (without winglets) and the largest Code C aircraft (wingspan 118.0 ft (36.0m)).

4. Taxiway Foxtrot Operations

Taxiway Foxtrot is 29.5 feet (9.0m) wide and is approved for Code 'B' aircraft (with wingspans less than 79.0 feet (24 metres)).

For operation of aircraft with wingspans greater than 79.0 feet (24.0m) but not exceeding 95 feet (29m) (Bombardier Global Express, Gulfstream G5) on Taxiway Foxtrot, an additional level of safety must be provided:

- The aircraft may be towed on the taxiway to the destination apron; or
- Movable obstacles to the east and west of Taxiway Foxtrot are to be a minimum distance of 85.3 feet (26.0m) from the Taxiway Foxtrot centerline.
 - This additional level of safety was determined by applying ICAO methodology, and is contingent on movable objects on the west side of Taxiway Foxtrot meeting this criteria*.

***NOTE:** *In order for the methodology, the Airport Operations Centre must be notified a minimum of 30 minutes prior to utilization, so that Airport Operations personnel may attend to the location, and confirm that the necessary level of safety is being provided.*

5. Taxiway Golf Operations

Taxiway Golf is 85 feet (26 metres) wide and is approved for the operation of AGN IIIB aircraft.

Movable obstacles to the north and south of Taxiway Golf are to be a minimum distance of 85 feet (26.0m) to provide wingtip clearance for AGN IIIB aircraft.



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AIRPORT DIRECTIVE 006 APPENDIX E

Revision Date: November 7, 2022

AGN IV Aircraft Operations

1. General

YLW has instituted specific procedures for dealing with AGN IV aircraft operations due to the runway strip width of 75m either side of centerline. YLW certification is dependent on the type (size) of aircraft and the operating environment.

Runway 16/34 is 200 feet wide (60.96 meters) and 8900 feet long and is approved for AGN IV aircraft operations.

AGN IV aircraft include such aircraft as C130, B757 and A310. Refer to [Airport Directive 005 Airside – Aprons](#) for additional information.

2. Runway Operations for AGN IV

The Kelowna International Airport is certified for all AGN IV aircraft but due to runway/taxiway Delta separation distance of only 101m and a runway strip width of 75m all AGN IV aircraft are restricted to TP312/TP308 non-instrument runway operations with landing limits of 500 ft. AGL

3. Taxiway Operations for AGN IV

Taxiways Alpha, Bravo, and Charlie are suitable for all AGN IV aircraft. Taxiways Delta (south of Alpha) and Echo are approved for AGN IV aircraft with wingspans up to 38.1m (125').

All AGN IV aircraft with wingspans of 38.1m (125') or greater that are proceeding to and from Apron I must enter and exit the apron and runway via taxiway Charlie.

AGN IV aircraft with wingspans of 38.1m (125') or greater that are proceeding to and from Kelowna Flightcraft / KF Aerospace must enter and exit the apron and runway via taxiway Bravo.

AGN IV aircraft with wingspans of 38.1m (125') or greater that are proceeding to and from Apron III must enter and exit the apron and runway via taxiway Alpha

4. Parking of AGN IV Aircraft

AGN IV aircraft typically have tail heights which may possibly penetrate the transitional zoning required at YLW. This zone penetration can often be overcome by parking the aircraft in a specific manner. The airport has survey details available to help determine the allowable tail heights at various locations.



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AIRPORT DIRECTIVE 006 AND APPENDICES

Change Log

Date	Section(s) Changed	Summary of Change(s)
July 1, 2024	AD 006 App A Section 3 AD 006 App A Section 4 AD 006 App A Figure 5-1 AD 006 App A Section 7-1 AD 006 App A Section 7-2 AD 006 App B Section 3 AD 006 App C Section 1 AD 006 App C Section 2	<ul style="list-style-type: none"> • Removed "8" in Apron I after "with bridge operations on..." • Removed reference to N1 from Apron I • "PALADIN" was "G45" • Added contact for TC Sit Cen • Removed *NOTE: N-1 A and B stop lines have specific aircraft designations. If N-1 is used, AD 005 Appendix H Apron I Off-Gate Parking Position N1 must be followed. OS1 can only take up to a Q400 and any aircraft using it MUST be pushed into location with wing walker assistance." • Renumbered (-*) remaining notes • Updated link for weather information • "Better Forecast" was "FIDS" • Level 1 – removed "Airport Operations Centre or Airport Duty Manager must solicit aversion list from WestJet Duty Manager/Shift Lead to plan gate assignments and prepare for other operational impacts". "WS OCC/ACI...potential diversions" was "WestJet Duty Manger/Shift Lead will receive a possible list of diversions." • Level 2 – removed "Airport Operation Centre or Airport Duty Manager to commence gate assignment for diversion list." • Level 3 – "WJ OCC to communicate...(fuel and go or stay)" was "Airport Operations Centre or Airport Duty Manager to communicate gate assignments to WestJet Duty Manager/Shift Lead" • "movement" was "maneuvering" in "no aircraft operations may take place on movement..." • Removed "Visibility below 1/4 statute mile – no aircraft operations on the maneuvering surfaces."



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Taxiway Restrictions

July 1, 2024 (cont.)	AD 006 App C Section 2 (cont.) AD 006 App D Section 1 AD 006 App D Section 3 AD 006 App D Section 5	<ul style="list-style-type: none"> • Added "Airport Operations will advise...that RVOP is active." • In "When RVOP is removed..", added ", a phone call to Penticton FSS (during RAAS hours) to advise that RVOP is no longer active," • Removed "Vehicle traffic between Apron I and the KF Aerospace apron are to use the airside service road. • 90ft was 59.1ft, 27.5m was 18.0m • New Section "Taxiway Golf Operations"
July 20, 2023	AD 006 Revision Status AD 006 App A Section 3 AD 006 App C Section 2 AD 006 App D Section 1	<ul style="list-style-type: none"> • Added flag and note for Appendix C/D • Updated Apron I N1. Removed "A park only (No PAX loading or off-loading) is available at the North East corner of Apron I. See ADC 20 Appendix H Apron I Off-Gate Parking Position N1." • Updated Excess Parking with S1 information. • Replaced "Send Word Now" with "Vortex Alert Notification (2 places) • Removed "with the exception of Taxiway F" from the first bullet point
November 7, 2022	AD 006 Section 2 /4/6/8 AD 006 App A Section 3. / Figure 5-1 AD 006 App D Section 2.1 AD 006 App E Section 1.	<ul style="list-style-type: none"> • Updated links from insideylw to website • Updated links to AD 005 from insideylw to website • Updated link to TP312 from insideylw to CoK Sharepoint • Updated link to AD 005 from insideylw to website
April 30, 2021	AD 006 App C Section 1	<ul style="list-style-type: none"> • Updated tower hours from 0600L to 0530L
December 17, 2020	AD 006 AD 006 App C AD 006 App D AD 006 App E	<ul style="list-style-type: none"> • Updated links and references to match changes made with addition of appendices and completion of annexes • Added to document. Original issue. • Added to document. Original issue. • Added to document. Original issue.
July 13, 2020	ALL (AD 006, App A, App B)	<ul style="list-style-type: none"> • New format completed.