



YLW

Kelowna International Airport

AIRPORT DIRECTIVE 013

Revision Date: November 29, 2022

Corporate Services

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REVISION STATUS

Document Number	Document Title	Revision Date
AD 013	Corporate Services	November 29, 2022



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1. General

The Airport has a number of specific procedures related to commercial leasing and licencing which are summarized and/or referenced below.

2. Taxi & Limousine & Shuttle Licencing

To be developed.

For curb operating procedures, see [AD 008 Appendix A ATB Curb Operating Procedures](#)

3. Boardroom Use

YLOW has a number of boardrooms that may be used by third parties (particularly tenants) on a cost basis, and with the approval of the Airport Director. Specific procedures are outlined below.

ECC Boardroom – primary boardroom for tenant use, located on the second floor in the air terminal building, will accommodate approximately 16 people and has a TV, DVD/VCR, PC with PC projector as well as a whiteboard for visual aids. The user may also use their personal laptop for use with the projector. Teleconferencing service is available at cost and the access code is available from the Airport Administration Office.

Administration Boardroom – available on a limited basis at the discretion of the Airport Director.

North Terminal Complex (Apron 3) - available at the discretion of the Airport Director, limited services.

Catering service is available in the ATB from the airport food and beverage concessionaire.

To book a boardroom, contact Airport Administration.

For bookings by air terminal building tenants, the first two hours will be at no charge. For bookings over two hours there will be a fee of \$40.00 based on a four-hour minimum, and an incremental cost of \$20.00 per hour thereafter to a maximum of \$80.00 per day.

For bookings by users other than air terminal building tenants, a fee of \$40.00 will be charged based on a four-hour minimum, and an incremental cost of \$20.00 per hour thereafter to a maximum of \$100.00 per day.



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4. Film Production

All requests for filming will be directed to the Airport Administration office.

Film production is permitted on the airport premises but must meet the following requirements set out in the Filming Agreement Letter. The Filming Agreement must be completed and executed prior to filming.

- The Licensee (Company) is authorized to conduct filming activities at the Kelowna International Airport; however, filming is not permitted in the pre-board screening area.
- The Licensee shall maintain at all times during the currency of this agreement general liability insurance for an amount of one million dollars (\$1,000,000.00) specifically naming the City of Kelowna (the "City") as an additional insured. Proof of insurance and damage deposit are to be received prior to filming.
- The Licensee shall accede to and abide by Federal, Provincial, Municipal, and other local government rules and regulations, as well as Environmental Protection Statutes and regulations and bylaws and any amendments thereto and will generally operate or conduct any activity in an environmentally responsible manner, including but not limited to, undertaking best waste management plans and following established codes of good practice.
- The Licensee shall at all times indemnify and save harmless the City from and against and be responsible for all claims and demands, loss, costs, damages, actions, suits or other proceeding by whomsoever made, brought or prosecuted, based upon or attributable to this agreement or any actions taken or things done by the Licensee, unless such damage or injury is due to the negligence of any officer, servant or agent of the City while acting within the scope of his and/or her duties of employment.
- The Licensee shall comply with any directives issued by the Airport Director or any person designated by the Airport Director.

As a rule, only minor adjustments are permitted to be made to the airport facility, however, if at any time during the filming activities any furnishings or items are moved or props are used, the area will be returned to the state in which it was initially found.

All ancillary equipment for filming must be approved prior to shooting. Equipment, such as smoke machines, may affect the building's fire alarm system and is not authorized.

Airside filming requires a security escort and can be arranged through the airport security contractor. Airside filming crews must abide by the terms and conditions of [Airport Directive 005](#).



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YLV does not charge for filming, however if filming is expected to use up a large amount resources from the Airport, a cost recovery agreement may be implemented.

5. RAIC Application

To be developed.

6. AVOP Application

Refer to [AD 004 Appendix B Airside Vehicle Operator's Permit \(AVOP\) Program](#).

7. Academic Activities and Airport Tours

To be developed.

8. Parking Passes / Decals

To be developed.

9. Annexes

The [Administration Bulletins and Airport Administration Procedures \(AAP\)](#) act as the Annexes for Airport Directive 013.



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Change Log

Date	Section(s) Changed	Summary of Change(s)
November 29, 2022	AD 013 Section 2 AD 013 Section 4 AD 013 Section 6 AD 013 Section 9	<ul style="list-style-type: none">• Updated AD 008 Appendix A link from insideylw to website• Updated AD 005 link from insideylw to website• Updated AD 004 Appendix B link from insideylw to website• Updated link for Administration Bulletins from insideylw to YLW Sharepoint. Added reference and link to Airport Administration Procedures (AAP)
December 15, 2020	AD 013	<ul style="list-style-type: none">• Original issue. Based on ADC and AOP documents.