



Construction and Development

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REVISION STATUS

Document Number	Document Title	Revision Date
AD 014	Construction and Development	September 27, 2022
AD 014 Appendix A	Kelowna Airport Lands – Land Ownership	March 20, 2019
AD 014 Appendix B	Aeronautical Land Use Planning	Not developed

1. Introduction

The purpose of this Airport Directive is to provide guidance to staff, tenants and leaseholders with respect to projects, renovations and construction taking place at Kelowna International Airport (YLW). This includes any project work on land leased or sub-leased from YLW.

2. Terminal and Airfield Construction and Contractors

Staff, tenants and leaseholders must ensure all Consultants and Contractors:



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- have a safety management program and be aware of YLW's [Safety Management System](#);
- operate per [Worksafe BC](#) and [Employment and Social Development Canada \(ESDC\)](#) regulations and guidelines, depending on whether the project is located on City or Federal land (see [Appendix A](#));
- abide by all YLW security and environmental policies;
- provide proof of insurance and indemnity for the City as identified by City of Kelowna Risk Management. Requirements will be provided upon request.
- ensure the Airport Operations is aware of any activity that may affect the operation of the Airport (ylwdm@kelowna.ca or 250-807-4321).

Construction projects are to be coordinated with Airport Operations to ensure integrity with the Airport's safety and security systems.

Hazards or concerns with respect to construction activity shall be reported to the Airport Operations Centre (250 807-4350).

3. Project Initiation

3.1 Internal – YLW Projects

Step 1: All YLW initiated projects must originate with a [Project Charter](#). A high level description that outlines the project overview, its benefits and objectives must be provided. Once approved by the budget holder, the project charter will be submitted to Airport Development.

Step 2: The project charter will be reviewed by Airport Development and a Project Manager will be assigned to develop a high level project plan and budget with the assistance of the proponent.

Once complete, the project plan and budget will be provided to the budget holder for a decision on whether to proceed to detailed assessment, design and cost estimate. If approved, the project charter will be signed by both the budget holder and Airport Development which formally authorizes the existence of a project and provides the Project Manager the authority to apply resources to the project.

Step 3: The Project Manager will refine the project plan and provide a detailed assessment, obtain conceptual design and a cost estimate which will be submitted to the Airport Coordination Team (ACT) for consideration.



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Step 4: Project approval and budget allocation must be received by ACT prior to the project proceeding to execution.

Each airside project needs to be assessed for requirements of [Plan of Construction Operations](#).

3.2 External – YLW Tenant Projects

A [Facility Alterations Permit \(FAP\)](#) must be submitted for alterations, renovations and construction to all facilities and/or infrastructure located within the YLW Airport boundary. A FAP provides pertinent information on the proposed project and must be reviewed and approved by Airport Director.

A FAP may be obtained as follows:

- [Online](#)
- a PDF form from the Airport Administration office (ylwadmin@kelowna.ca or 250 807-4300)

Once received, the FAP will be reviewed with feedback being provided within thirty days.

Proposed work shall not commence until approved by the Airport Director.

4. Permits

Prior to commencing project work, the proponent must ensure all applicable permits have been issued and are posted in a conspicuous location for review.

Permits required may include, but not limited to:

- City of Kelowna
- Regional District of Central Okanagan
- Glenmore Ellison Irrigation District
- Technical Safety BC
- YLW issued permits

To ensure the Airport Operations Centre is aware of any construction work that affects the operational safety of the airport facility, there is an established permit system for contractors to get approval for [Hot Work](#) and [Hydrant Use](#).



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Issuance and use of these permits will be noted on the Airport Operations Shift Report (AOSR)(see [AD 003 Annex 4](#)) for duration of time they are applicable, noting company and location of work with timeframe of use.

4.1 Hot Work Permit

A [Hot Work Permit](#) is required for any works involving open flames or producing heat and/or sparks, including brazing, cutting, grinding, soldering, thawing pipe, and torch applied roofing and welding.

Hot Work Permits are available by contacting the Airport Operations Centre at 250-807-4350 or through the above link.

4.2 Hydrant Use Permit

Use of municipal water requires a [Hydrant Use Permit](#). Permits are available through City of Kelowna Yards Department at 250-469-8600 (Option 2) and [Glenmore-Ellison Improvement District \(GEID\)](#) at 250-763-6506, depending on jurisdiction.

The contractor is responsible for ensuring that Airport Operations has a copy of the permit prior to commencing work.

4.3 Permit to Work – Critical Infrastructure

Facilities and equipment that are essential to the safe and effective functioning of the airfield and terminal are considered critical infrastructure. Any outside contractors must be closely supervised and escorted while working in these locations to ensure that access is controlled and limited to essential staff.

Airport Operations must approve entry into Airport Critical Infrastructure locations using the [Critical Infrastructure Permit to Work form](#).

Refer to [AD 003 Appendix A](#) and the [Critical Infrastructure Permit to Work form](#) for a list of critical infrastructure areas.

5. Shutdown Permit Form

Any work requiring a shut down of mechanical or electrical services, needs to be coordinated in advance. Complete and submit a [Shutdown Permit Form](#) at least 48 hours in advance of planned work.



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Shut downs requiring life safety systems may require a meeting to coordinate. Procedures for fire system shutdown are included in [AD 014 Annex 1 Life Safety System Out of Service Procedures](#).

Shut down work is not to proceed until the contractor has received written authorization of an approved shutdown request.

6. Construction Monitoring

Airport Operations will monitor construction activities on a regular basis in accordance with the YLW Safety Management System and Airport Operating Certificate.

7. Construction Escorts

To request a security or construction escort, please follow the Request for Security Escort procedure in [AD 004](#) using the [Request for Service Form](#).

8. Plan of Construction Operations

Each airside project needs to be assessed for requirements of Plan of Construction Operations.

Procedures to be developed.

9. Environmental Assessment Checklist

Procedures to be developed.

10. Annexes

- [Annex 1 Life Safety System Out of Service Procedures](#)

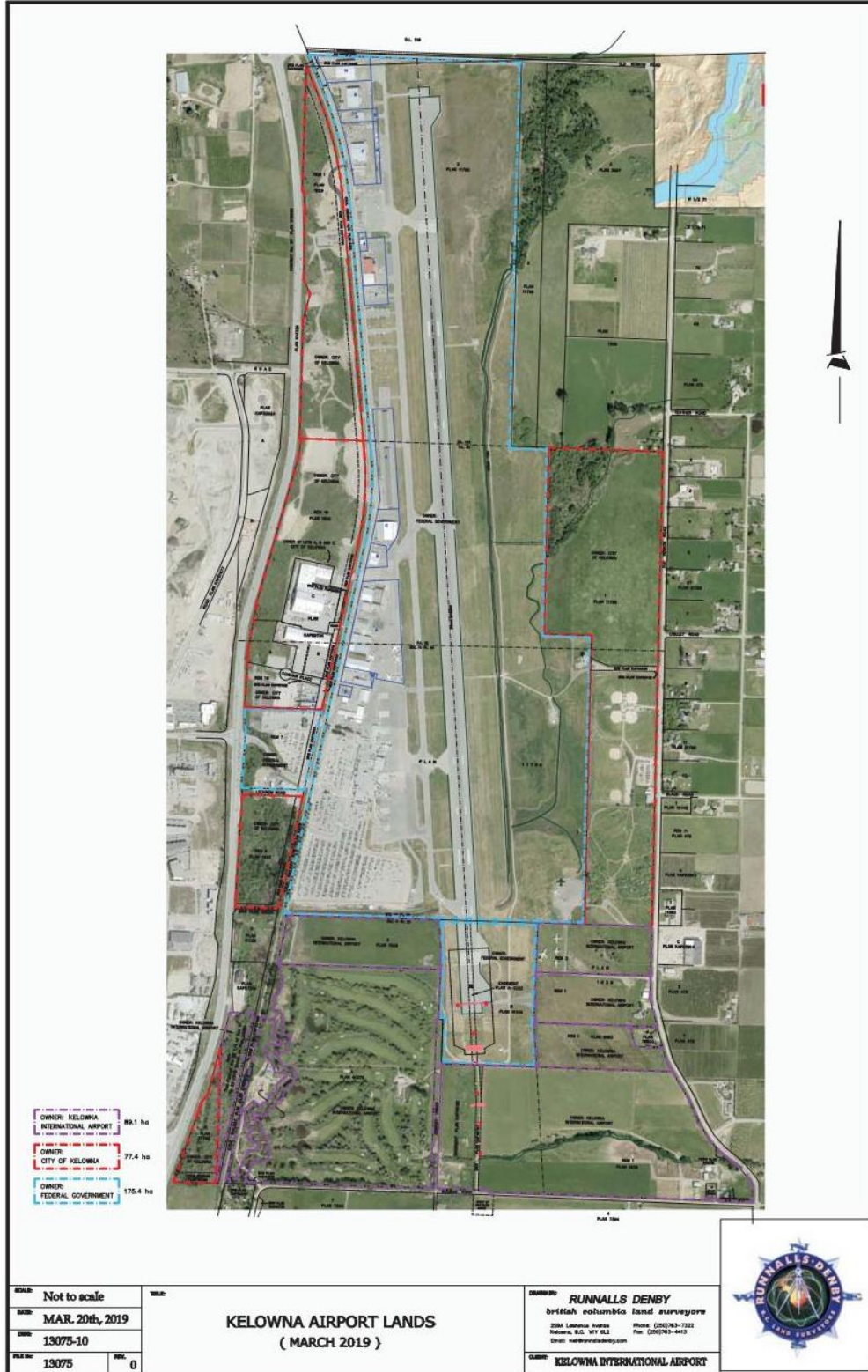


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AIRPORT DIRECTIVE 014 APPENDIX A

Revision Date: March 20, 2019

Kelowna Airport Lands – Land Ownership





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APPENDIX B**

Aeronautical Land Use Planning

To be developed.

Change Log

Date	Section(s) Changed	Summary of Change(s)
September 27, 2022	AD 014 Section 2 AD 014 Section 4,5,7, 10	Updated SMS Manual link to Vortex <u>Updated links from insideylw to website</u>
June 14, 2021	AD 014 Section 3.1 AD 014 Section 3.2 AD 014 Section 4.1 AD 014 Section 5 AD 014 Section 7	Updated link for Project Charter to Portal link Updated link for FAP to Portal link Updated link for Hot Work Permit to Portal link Changed "Shutdown Request" to "Shutdown Permit Form" and updated link to Portal link Updated link for Security RFS to Portal link
December 21, 2020	AD 014 Section 5 / 10 AD 014 Appendix B	Added link to AD 014 Annex 1. <i>Original issue – to be developed</i>
November 16, 2020	AD 014 Section 3.1 AD 014 Section 4.3	Updated link for project charter to view only Added link to AD 003 Appendix A
May 27, 2020	ALL (AD 014, AD 014 App A)	New format completed.