YLW
Kelowna International Airport

Airside Vehicle Operator's Permit Manual
D and D/A AVOP Applicants

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1.0 Introduction to AVOP

1.1 Background

The airside of an airport is a specialized working environment, which is governed by specialized rules designed to prevent accidents and minimize the risk of injury to all persons within it.

This manual is a reference that combines the applicable regulations, rules, procedures, and online training related to safe vehicle operation that experience has shown to be most important in the airside working environment.

It is derived from Transport Canada Airport Traffic Directives TP 2633, the NavCanada Air Traffic Control Operations Manual, and the following YLW Airport Director's Circulars:

- 7/09: Airside Vehicle Operations – Local Traffic Directive
- 8/09: Taxiway Restrictions
- 17/09: Foreign Object (FOD) Program
- 20/09: Apron 1 Management Program
- 21/09: Apron 3 Management Program
- 38/09: Runway Safety Areas

In the case of conflict between this manual and the parent documents, the parent documents will supersede.

1.2 What Is AVOP?

The AVOP program is an essential component of airside safety. The AVOP program establishes the standards that *everyone* operating a vehicle on the airside must follow.

An Airside Vehicle Operator's Permit (AVOP) is a permit issued by Kelowna International Airport that gives the holder permission to drive a vehicle on certain areas of the airfield.

Kelowna International Airport issues three types of AVOPs:

- **D/A AVOP** – A permit that allows the holder to operate a vehicle on the aprons designated on the permit, as well as on service roads, in the performance of their duties. A D/A AVOP holder must not drive on manoeuvring areas (taxiways and runways).
- **D AVOP** – A permit that allows the holder to operate a vehicle on all airside surfaces (aprons, service roads, taxiways, and runways) in the performance of their duties. With this permit, you can drive on controlled surfaces as long as Kelowna Ground or Penticton Radio gives you authorization to enter these areas.
- **D/S AVOP** – A special permit that allows the holder to operate a vehicle in a specific area that may be on a maneuvering surface or movement area.

1.3 AVOP Application

Introduction

An official representing the company where the applicant is employed must demonstrate to Kelowna International Airport a need for the applicant to work at or through Kelowna International Airport and to define the areas for which access is required. The applicant must apply in person and in writing, providing all documentation as required by Kelowna International Airport.

Kelowna International Airport reviews all applications and reserves the right to refuse any person access and training for access to airport-restricted areas and surfaces, at its discretion.

Prerequisites

- A valid RAIC

- A valid provincial driver's licence of appropriate level for the vehicles/equipment intended to be operated, in accordance with British Columbia Provincial Driving Regulations

- For D AVOP applications, a Radiotelephone Operator's Certificate (Aeronautical) from Industry Canada is also a prerequisite

Application Process

The process to be followed for an applicant applying for the first time as well as an individual applying for renewal is:

1. Applicants fill out an application for an AVOP and submit it to the Pass Control Office.

2. Applicants are required to produce their valid driver's license (showing any endorsements, i.e. class 5 or air brake endorsement), their RAIC (if applicable), and Radio Telephone Operators Certificate (D Permit applicants only).

   If an applicant does not have a radio license, they must contact Southern Interior Flight Centre at 250-765-7776 for study materials and to arrange an appointment to write the exam.

3. An online training account at ylwtraining.ca is set up for the applicant to complete the D or D/A AVOP online training program. Information about how to log in and access this training is emailed to the email address provided on the application form.

4. After the applicant completes the online training, and passes the final exam, a Certificate of Completion is issued into the applicant's online training account.

5. D AVOP applicants only must then call the Pass Control Office at 250-807-4345 to set up the practical driving test. Before being allowed to proceed with the road test you must present your online training Certificate of Completion, your RAIC or temporary pass, and a valid driver's license for the vehicle you will be driving airside to your examiner for verification.

The driving test for D AVOP applicants will be conducted using a Kelowna International Airport vehicle. During this test, the applicant will be asked to demonstrate:

- Safety steps to take before driving on the airfield.

- Knowledge of and ability to follow the rules for driving on the airfield.

- Ability to identify areas of the airfield while driving.

- Ability to drive along a prescribed route.

- Caution while driving, and environmental awareness.

1.4   Preparing for the Exam and Driving Test

To prepare for the final exam and practical driving test, you must complete the following:

Online Training Modules

To successfully complete the AVOP program, the applicant must review and complete all self-assessments in the online modules. This is an important first step toward learning how to drive safely on the airfield. The module self-assessments provide the opportunity to practice answering the types of questions that will be found on the final written exam.

- D/A AVOP Applicants: Review all sections in this manual except section 7.

- D AVOP Applicants: Review all sections in this manual.

Final Exam

The final exam consists of 20 questions for D/A AVOP and 35 questions for D AVOP (multiple-choice and True/False).

To pass the exam and receive a Certificate of Completion, the applicant must answer 90 percent of these questions correctly. Passing the final written exam is a prerequisite to scheduling the practical driving test for D AVOP applicants.

AVOP Manual

The applicant may also refer to this Airside Vehicle Operator's Permit Manual to review driving rules at Kelowna International Airport.

1.5   AVOP Terms and Conditions

After being issued an AVOP, you may operate a vehicle in the areas your pass allows while performing your work duties.

An AVOP is valid until your RAIC expires. At that time, you need to retake the online modules, final exam and the practical driving test (D AVOP applicants only).

Show Credentials

AVOP holders must show the following credentials to YLW staff when requested:

- Restricted Area Identification Card (RAIC), if required

- AVOP card

- Provincial driver's licence

- D AVOP only: Restricted Radio Operator Certificate with Aeronautical Qualifications

Report Loss or Theft

AVOP holders must immediately report the loss or theft of their AVOP card to the Pass Control Office or Operations.

Report Licence Suspension

No person whose provincial driver's licence has been revoked or suspended shall operate vehicles on Kelowna International Airport property.

If an AVOP holder's provincial driver's licence is suspended or revoked, this must be reported immediately to Kelowna International Airport in writing and AVOP privileges will be terminated.

1.6 Renewing an AVOP

Before the AVOP expires, the pass holder is required to retake the D or DA online modules, and pass the final exam and practical driving test (D AVOP applicants only) before the pass is renewed.

The same process applies for AVOP passes that have expired.

2.0   Safety Responsibility

2.1 Airside Safety

All required safety clothing must be worn when working or operating a vehicle airside:

- It is mandatory for personnel work on the aprons to wear high visibility reflective vests, or similar, to ensure they are visible to vehicle and aircraft operators.
- Proper hearing protection must be worn when required around aircraft and equipment.

Be aware of the surroundings at all times. Pay attention to Kelowna Ground or Penticton Radio for safety and security risks.

No smoking on aprons, taxiways or the runway.

2.2 Foreign Object Debris

Foreign Object Debris (FOD) is any debris that may be ingested into an aircraft engine or that may damage other vehicles and equipment on the airfield. This debris could be natural or man-made.

This may include tools, equipment, aircraft parts, ice chunks, corrosive salt, sand, mud, tufts of grass, or pieces of deteriorating surfaces that are located on any airside surface and which may be ingested into an aircraft engine or otherwise damage an aircraft.

Preventing FOD Damage

FOD damage is any damage caused to an aircraft or aircraft engine from any items including but not limited to those mentioned above.

Kelowna International Airport has a FOD control program aimed to mitigate the effects of FOD, and this is a key program in the Airport's Safety Management System. All airport personnel are responsible for FOD control including:

- Being aware of what is FOD and why it is a danger to aircraft

- Picking up FOD on all apron surfaces

- Inspecting operational stands prior to aircraft arrival and after departure

- Advising Operations when FOD is observed on aircraft manoeuvring areas (i.e. taxiways and runways)

Vehicle operators should ensure that the surfaces of airside areas are kept clean by being aware of hazards, keeping any vehicles entering airside clean and free of any foreign material, and using designated receptacles for trash.

Removal of any hazardous debris from aircraft movement areas is the responsibility of all persons. If this is not possible, FOD should be reported to Operations by calling 250-807-4350.

2.3 Other Hazardous Substances

All accidents, chemical or fuel spills, or potential hazards on airport property must be reported to Kelowna International Airport immediately by calling Operations at 250-807-4350.

Be prepared to state that you are reporting an accident or spill, the location, and whether the incident is airside or groundside at the airport.

2.4 Disposing of Garbage and Debris

No person shall throw, deposit, or knowingly leave any form of trash or garbage on the airfield except in a container provided for that purpose.

FOD bins are available on all aprons and are to be used for FOD only. The FOD bins are not to be used for general garbage.

Airside tenants shall provide their own garbage and debris-disposal trailers and equipment for handling and containing airline debris prior to disposal, such as: newspapers, food containers, and daily-use disposal items. The trailers used for this purpose must be of a fully self-enclosed type. The trailers are to be closed after each use.

2.5 Report All Hazards and Incidents

Take immediate action when something is not right by fixing the situation and/or reporting it to Operations (24 hours a day – 7 days a week) at 250-807-4350.

Every operator of a vehicle involved in an accident on the airside of the airport shall report the accident immediately to Operations.

It may also be necessary to complete an incident report and/or report the situation to the vehicle operator's supervisor.

3.0   Vehicle Safety Requirements

3.1   Vehicle Safety Inspection

All vehicles need to be kept clean, in good working condition and have the required safety lights and reflectors.

Before operating any vehicle, it must be inspected by the vehicle operator must determine that their vehicle is operating satisfactorily and has the required safety equipment and markings before driving the vehicle airside. (See Section 3.2: Safety Lights and Reflectors and section 3.3 Light and Reflector Locations).

All operators shall notify their immediate supervisor of any equipment malfunction. It may need to be cleaned or repaired before it can be operated safely on the airfield.

3.2 Safety Lights and Reflectors

All vehicles and equipment to be driven on the airside unescorted must be equipped with the following:

Cabbed (Self-Propelled) Vehicles

A cabbed (self-propelled) vehicle is driven and has a roof over the driver.

Cabbed (self-propelled) vehicles must have operable front and rear lights. The front running lights must be on whenever driving airside and both front and rear lights must be capable of flashing on and off in unison.

A yellow rotating, flashing, or strobe-type warning beacon mounted on top of the vehicle and visible from 360 degrees must be operational and functioning at all times while moving about in airside areas.

Reflective material, if on vehicle, must be clean and visible.

Special Note

Aircraft fuelling vehicles with an overall height of more than 3.5 metres are permitted to mount the warning beacon on the vehicle cab if tail signal lamps are operated in conjunction with the 360-degree rotating warning beacon to provide adequate indication to the rear of the vehicle.

Non-Cabbed (Self-Propelled)

A non-cabbed (self-propelled) vehicle is driven but does not have a roof over the driver.

Non-cabbed (self-propelled) vehicles must have operable front and rear lights. The front running lights must be on whenever driving airside and both front and rear lights must be capable of flashing on and off in unison.

A yellow rotating, flashing, or strobe-type warning beacon mounted on top of the vehicle and visible from 360 degrees must be operational and functioning at all times while moving about in airside areas.

Reflective material, if on vehicle, must be clean and visible.

Non-Self-Propelled Equipment

Non-self-propelled equipment is pushed, towed or dragged, such as baggage carts, cargo dollies, cargo containers, and air stairs.

Non-self-propelled equipment must have reflective material on all sides that is clean and visible.

The presence of unlit equipment on airport aprons can be a significant hazard to taxiing aircraft. For this reason, it is important that reflective material on all equipment should be kept clean and in good condition at all times.

Exemptions

Police and other emergency services vehicles equipped with their own company standard safety markings are considered equal to or exceeding these standards described earlier.

Emergency vehicles, such as fire trucks, must have their red warning beacon on when responding to an emergency.

Exemptions may be authorized by Kelowna International Airport on an individual basis regarding mounting locations for warning beacons, warning lights, and types of warning lights based on the nature and purpose of the vehicle or equipment in question.
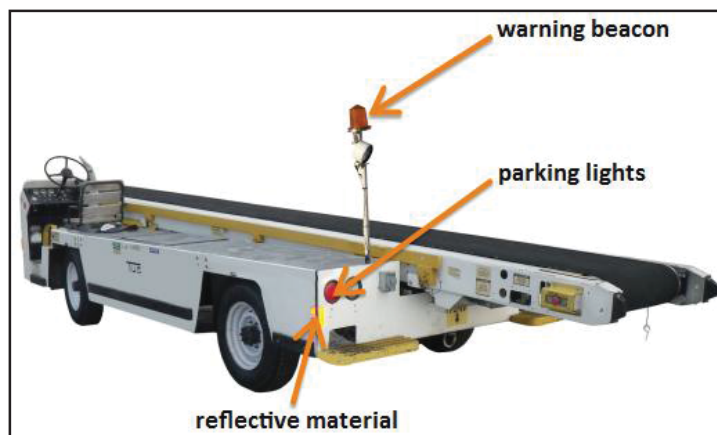
3.3 Light and Reflector Locations

Typical light and reflector mounting locations are indicated in the images below.

Cabbed (Self-Propelled) Vehicles
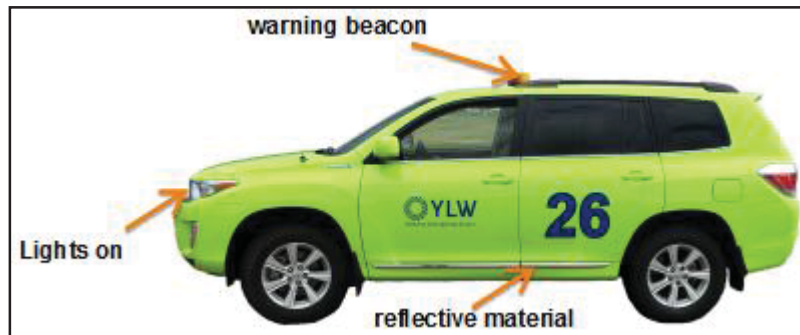
Non-Cabbed (Self-Propelled) Vehicles

Non- Self-Propelled Equipment

3.4 Vehicle Visibility

Whenever a self-propelled vehicle is moving from one place to another on an apron, the vehicle's headlights and warning beacons must be on. This indicates to taxiing aircraft that the vehicle is being operated on the apron area.

Turn off the warning beacon when the vehicle is stationary providing service to an aircraft. Improper use of flashing lamps is potentially distracting to taxiing aircraft and limits their value as warning indicator that the vehicles are in motion.

All vehicle lamps should be turned off when the vehicle is parked in a designated parking area.

3.5 Other Equipment Requirements

All vehicles operating on the manoeuvring area of the airport shall carry red road flares or another type of signalling device, as approved by Kelowna International Airport, to be used in the event of a total vehicle, equipment, or radio failure.

It is recommended that all vehicles operating on the manoeuvring area carry some type of fire extinguisher for emergency situations such as the dry-chemical extinguishers carried by Kelowna International Airport vehicles.

4.0 Locations

4.1 Airfield Locations

Controlled Area

A Controlled Area is an area for which permission to enter is required from Kelowna Ground or Penticton Radio (taxiways and runways).

Restricted Area

A Restricted Area is an area where commercial air-carrier operations take place. Anyone who enters must have security clearance or be screened. A valid RAIC must be displayed on outer clothing at all times when in a Restricted Area.

Aprons

An apron is that part of an aerodrome, other than the manoeuvring area, intended to accommodate the loading and unloading of passengers and cargo, the fuelling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions.

Taxiways

A taxiway is the part of an aerodrome used for manoeuvring aircraft and airport equipment transiting between the apron and the runway. A taxiway is considered to be the actual paved surface plus an additional protected area of a specified distance on either side of the surface edge, intended for aircraft wing-tip clearance.

Runways

A runway is the portion of the manoeuvring area used for aircraft takeoff and landing.

4.2 Other Airfield Locations

Equipment Staging Areas

An equipment staging area is a designated area where it is safe to place equipment prior to the arrival or departure of an aircraft.

Holding Bay

A holding bay is a defined area at the threshold of Runway 16/34 where vehicles can be held.

Security Identification

All personnel working in Restricted Areas at Kelowna International Airport shall wear their RAIC on outer clothing, ensuring its visibility when in the Restricted Areas. Refer to the Airport Operations Circulars Manual for the most recent updates on this policy.

A person who is not in possession of valid identification shall not enter or remain in any area of an apron that is designated as a Restricted Area unless authorized to do so by Kelowna International Airport.

Persons not displaying a valid RAIC should be considered unauthorized and should be reported to Kelowna International Airport by phoning 250-765-8678 ext. 231.

Security Checkpoints

Security checkpoints are defined reporting points through which access is granted to the Restricted Area from other airside surfaces, from groundside, or from public areas.

To access Apron I (a Restricted Area), vehicle operators must stop at the security checkpoint to have their RAIC verified and their vehicle checked before proceeding to the Restricted Area.

All access gates must be kept closed and locked to prevent unauthorized personnel or vehicles from accessing airside. Persons allowing other vehicle(s) airside will be considered as having the other vehicle under escort and shall accept full responsibility for their actions.

Service Roads

A service road is a roadway intended for the use of vehicles entering or transiting between aircraft movement areas.

Instrument Landing System

Vehicles can seriously interfere with electronic equipment. No vehicle should proceed closer than 300 metres (1000 feet) to an Instrument Landing System (ILS) transmitter building or localizer site except with permission of Air Traffic Control or the GROUND OR RADIO.

5.0   Airside Lights, Markings and Signs

5.1 Airfield Edge Lights

While driving on the airfield, the vehicle operator will encounter various lights

Every vehicle operator must know the meaning of these lights to avoid entering areas where they are not permitted to be and as a guide to vehicle movement when within the manoeuvring areas of the airport.

Blue Lights

Blue lights are used along the edge of aprons and taxiways.

White Lights

White lights are used along the edges of runways.

Amber Lights

Amber lights are used at the intersection of aprons and taxiways.

Red and Green Lights

Two-sided lights, half red and half green, are used at the end of runways. The red half faces the runway and the green half points towards the approach to the runway.

Guard Lights

A light system intended to caution pilots or vehicle drivers that they are about to enter an active runway. These are sometimes referred to as "wig wags."

Aerodrome Beacon

The aerodrome beacon is a large rotating white light mounted on top of the control tower. It is provided for visual identification of the airport by aircraft and vehicles on the airfield.

5.2 Pavement Markings

Introduction

While driving on the airfield, the vehicle operator will encounter various pavement markings.

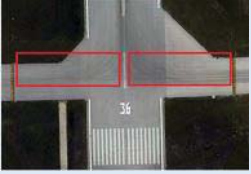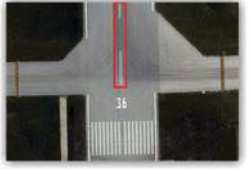White lines on the apron pertain to vehicle movement and control and yellow lines pertain to aircraft movement and control.

All vehicle operators must know the meaning of and comply with these markings, which are enforceable under the Airport Traffic Regulations.

Apron Markings

Type of Marking	Image
Vehicle Corridors Areas on an apron marked by parallel, solid white lines to provide guidance to vehicle and equipment operators. A vehicle corridor is not a guaranteed safe zone, so it is important to be alert.	
Aircraft Lead-in Lines Lines providing guidance for the flight crew to the gate stop position. The lines also provide a means for the servicing crews to monitor the arriving and departing aircraft's path to and from the stop position.	
Apron Safety Lines Red lines that indicate the boundary that aircraft must not cross and areas beyond which equipment must not cross during aircraft arrival and departure from terminal gates.	
Manoeuvring Area Delimitation (MAD) Marking A marking located on an apron that indicates the location to stop before entering an ATC controlled taxiway. The vehicle operator must have permission from Kelowna Ground or Penticton Radio to cross this line.	
Operational Stand An area on an airport apron designated for parking aircraft used for loading and unloading passengers and cargo, the provision of ground services, or servicing.	

Runway/Taxiway Markings

Type of Marking	Image
Aircraft Movement Guideline A single yellow line extending from the runway along a taxiway and to the apron. These lines are continuations of taxiway centre lines. Pilots centre the nose wheel of the aircraft on this line to ensure that the main wheels are on pavement and that the wings will not contact known obstructions such as buildings and light standards.	
Runway Centre Line The centre of a runway is marked with a broken white line made up of several lines close together; each group is 30.5 m (100 ft.) in length with 30.5 m (100 ft.) distance between.	
Runway Designation Markings White numbers that face towards the end of the runway indicating the runway name. The number corresponds to the direction of the runway in relation to a magnetic compass. For example, the compass of an aircraft will read 130 degrees when approaching the end of a runway marked with the number 13.	
Runway Threshold Markings Markings that indicate the runway threshold, the beginning of the portion of the runway that is usable for landing.	
Runway Side Stripes These markings indicate the sides of the runway. These are used on narrowed runways where there is a lack of contrast between the runway edges and the runway shoulder.	
Hold Lines Two solid and two broken yellow lines across the width of a taxiway with the broken lines closest to the runway behind which a vehicle or an aircraft must hold while awaiting permission from Kelowna Ground or Penticton Radio to cross.	

5.3 Signs

Introduction

While driving on the airfield, the vehicle operator will encounter various signs.

These signs are normally mounted on the left, right, or both sides of a runway or taxiway.
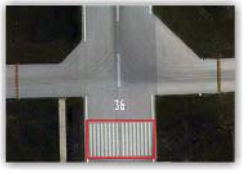
Every vehicle operator must know the meaning of and comply with these signs, which are enforceable under the Airport Traffic Regulations.

Taxiway Designator Signs

Taxiway designator signs provide the following information:

- The taxiway you are currently on is indicated with a yellow letter on a black background

- The taxiway intersection you are approaching is indicated with a black letter on a yellow background

If the taxiway intersection you are approaching is on your left, the black letter will be on the left side of the sign, and if it is on your right, the black letter will be on the right side of the sign.

This sign indicates that the driver is on Taxiway Charlie approaching Taxiway Delta, which is coming up on the left and right.

Runway Designator Signs

Runway designator signs provide the following information:

- The taxiway you are currently on (Taxiway Charlie)

- You are approaching a runway and must hold short and request permission from Kelowna Ground or Penticton Radio to proceed

- The runway on your left is listed first, on the left side (Runway 16), and the runway on your right is listed second, on the right (Runway 34)

This sign indicates that the driver is on Taxiway Charlie coming up to Runway 16-34.

Directional Signs

Directional signs normally have an arrow indicating the direction of travel to exits, aprons, terminal buildings, or other facilities named on the sign.

This sign indicates the direction to Taxiway Foxtrot.

Information Signs

Information signs provide information of interest primarily to aircraft but which may also be helpful to vehicle operators as reference points.

This sign indicates that this is a Restricted Area.

6.0   Operating a Vehicle Airside

6.1 Driving Rules

Vehicles and pedestrians are permitted on the apron surface with authorization from Kelowna International Airport. All vehicles and equipment on the apron must be operated by persons authorized by Kelowna International Airport or be escorted by a vehicle operated by a person so qualified. Authorization for this purpose means holding a valid AVOP issued by Kelowna International Airport.

In addition to meeting all requirements stated in this manual, every operator of a vehicle on an apron shall acknowledge and obey all instructions received from Kelowna International Airport. The instructions may be made in person or in writing as a circular in Kelowna International Airport Airport Operations Circulars Manual, a copy of which is provided to each tenant along with periodic circular updates.

Speed

Unless otherwise authorized by Kelowna International Airport, vehicles and equipment on an apron shall not be operated at a rate of speed more than 25 km/h (15.5 mph).

Speed should be further reduced when nearing aircraft or building corners, or during inclement weather.

Safety

No person shall operate a vehicle airside in a manner that, having regard to all the circumstances, including the amount of traffic, is dangerous to aircraft, equipment, persons, or vehicles.

Vehicle Corridors

All vehicle operations shall follow the designated routing as defined by Kelowna International Airport.

Vehicle corridors are intended for all vehicles and should be used for transiting Apron I whenever available and possible. Vehicle operators should drive in vehicle corridors at all times except when operating a vehicle or equipment in the performance of the following duties:

- Servicing an aircraft.

- Performing maintenance using maintenance equipment.

- Responding to an emergency with vehicle emergency flashing lights activated.

Vehicle operators must drive in the right-hand lane, and may not pass slower-moving vehicles in the vehicle corridor.

If a vehicle lane is obscured for any reason, such as faded paint or snow cover, operators should conform to the designated roadway as nearly possible, and exercise caution.

Vehicle corridors are not "guaranteed safe routes." Taxiing or parked aircraft may at times encroach on vehicle corridors; such aircraft must be avoided.

Service Roads

Extra care must be exercised on aprons where vehicle corridors have not been designated.

Vehicle operators shall use service and perimeter roads to reach field locations when these roads are available and time permits.

Yielding

Every operator of a vehicle entering an apron or on an apron shall yield right of way to an aircraft that is approaching and is close enough to constitute an immediate hazard. Aircraft always have priority movement over ground vehicle movements except in the case of an emergency vehicle responding to an emergency with warning devices activated. Other vehicle operators shall refrain from proceeding until the vehicle operator can do so safely without impeding the aircraft operation.

Vehicles already in a designated vehicle corridor have right of way over all other vehicles attempting to enter. Where thoroughfares intersect, the vehicle on the right has the right of way. The right-hand lane of a designated vehicle corridor must be used and the passing of moving vehicles is not permitted.

All vehicles and equipment shall yield the right of way to airport emergency service vehicles with warning devices operating and airport maintenance equipment in the performance of their duties.

Every operator of a vehicle airside, other than an emergency vehicle responding to an emergency with warning devices operating, shall yield the right of way to:

- Aircraft in pushback mode from an operational stand.
- Vehicles and equipment engaged in snow removal and ice-control activities.
- Maintenance activities; and vehicles towing aircraft.

6.2 Security Rules

An AVOP may limit the holder to operation of a vehicle or equipment to airport apron(s).

All vehicles are subject to Airport Security Checks as defined in the Canadian Aviation Security Regulations "Aerodrome Security Measures."

All vehicle drivers and passengers shall comply with Security regulations upon entering Apron I.

All vehicles, drivers, and passengers entering Apron I are to report to the Security Post nearest to the point of required entry for security inspections of vehicles, vehicle drivers, and passengers. This is to take place each time prior to being allowed entry to Apron I.

Escorting Visitors

Persons allowing other vehicle(s) airside will be considered as having the other vehicle under escort and shall accept full responsibility for their actions. Anyone authorizing another vehicle to enter the airside must hold a valid AVOP.

When escorting other vehicles onto airside areas of the airport, the party providing escort shall ensure that the person and vehicle under escort meet all security and safety requirements of Kelowna International Airport.

All escorted vehicles and equipment must have their headlights and their front and rear emergency-flashing lights on when driving airside.

When escorting another vehicle on the airside, it is mandatory that you close all security gates behind the visitor.

Tenants of sub-leased property

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. Escorts must be carried out by Airport Operations or the Commissionaires.

All other vehicles and equipment require an escort from Airport Operations or Airport Security.

6.3 Proximity Rules

Proximity to Aircraft

Aircraft always have the right of way. A vehicle operator, therefore, shall yield to any aircraft.

Before entering airside, the vehicle operator shall always visually check and ensure that aircraft are not approaching, departing, or pushing back.

Vehicle operators shall remain a safe distance from areas affected by jet blast or prop wash of aircraft, and operators will not pass in front of or close behind aircraft with engines running unless the wheels of the aircraft are chocked or the marshaller waves permission. Even if an aircraft is parked, if its anti-collision lights are on, it may indicate its engines are running or about to start. Even with a marshaller's permission, the onus is on the vehicle operator to ensure that it is safe to proceed.

No person shall operate a vehicle within 15 metres (50 feet) of an aircraft being fuelled or defuelled except for the purpose of servicing that aircraft or when operating within a designated vehicle corridor.

Areas within operational stands provide free movement for vehicles performing their duties.

Vehicle Traffic under Bridges

Only vehicles performing maintenance on the bridge are allowed to operate or park a vehicle under the bridge.

6.4 Parking Rules

No person shall park a vehicle in any area designated by a sign as an area in which parking is prohibited.

No person shall, without the permission of Kelowna International Airport, park a vehicle in any area of the airport not intended for the use of vehicles.

No person shall park within 3 metres of a security fence on the groundside or within 1 metre on the airside.

Equipment and vehicles shall not be parked or left unattended on vehicular routes or aircraft movement areas without the permission of Kelowna International Airport. Vehicles must be parked only in approved areas when not in immediate use.

No person shall park an aircraft fuel-servicing vehicle within 15 metres (50 feet) of any airport terminal building, aircraft cargo building, aircraft hangar, or any other airport structure designed to house the public that has windows or doors in any exposed walls.

Wherever possible and practical, vehicles and equipment should be backed into parking areas. This is particularly important around the Air Terminal Building, loading bridge areas, and other heavy-traffic areas.

Parked vehicles must not obstruct emergency vehicles or vehicles servicing aircraft. Unimpeded access to fire hydrants, wheeled extinguishers, and spill kits must also be maintained at all times.

Turn off all vehicle lamps after the vehicle is parked, unless you are servicing an aircraft.

7.0   Driving on Manoeuvring Areas

In addition to meeting all requirements stated in this manual, every operator of a vehicle manoeuvring areas (taxiways and runways) shall acknowledge and obey all instructions received from Kelowna International Airport.

7.1 Vehicle Control on the Manoeuvring Area

Vehicle traffic airside on manoeuvring areas of Kelowna International Airport is directed by Kelowna Ground (Ground) for operations from 0600 hrs to 2230 hrs local time.

Penticton Radio (Radio) operations from 2230 hrs to 0600 hrs local time.

The radio frequency for vehicles communicating with Ground or Radio is 121.7 MHz.

7.2 Radiotelephone Operator's Restricted Certificate

Before a D AVOP holder may enter a manoeuvring area and operate a radio, they must have the Restricted Radio Operator Certificate with Aeronautical Qualifications (ROC-A) license from Industry Canada (Licences and Permits section).

7.3 Radio Communication Process

Before the vehicle enters the manoeuvring area, each operator shall ensure that the vehicle's two-way radio is working.

Call-up Procedure

A "call-up" is a procedure used to establish two-way communication between an airport vehicle and Kelowna Ground or Penticton Radio. Before driving onto manoeuvring areas, and immediately after leaving the manoeuvring area, the vehicle operator shall contact Ground or Radio for permission to proceed to a specific location by a specified route.

Requests for permission to proceed into the manoeuvring area shall include:

a) The station being contacted
b) The vehicle identification
c) The vehicle's location
d) The intended activity/work to be performed while in the area and/or specific destination and intended route (otherwise Ground or Radio will normally specify the route to be followed)
e) The time the vehicle and/or the person will be in the area

When initiating radio contact, the standard practice is to first say the full station identifier: "Kelowna Ground" or "Penticton Radio," and after that say "Ground" or "Radio."

Use the correct radio call sign for the vehicle you are operating in every radio transmission.

If you do not receive a response to your call-up, wait a reasonable time and call again.

Example:

      (a) "GROUND (OR RADIO)" – "STAFF TWO SIX AT APRON III"

Acknowledgement

An acknowledgement means a transmission has been received and understood. You must acknowledge all transmissions from Ground or Radio.

Example:

      (a) "GROUND (OR RADIO)" – STAFF TWO SIX, GO AHEAD"

      (b) "GROUND (OR RADIO)" – STAFF TWO SIX, SAY AGAIN"

Never acknowledge until the transmission is fully understood. If you are unsure of the meaning of a transmission, you may ask Ground or Radio for clarification.

Example:

      (a) "SAY AGAIN" (which means, "Repeat all, or the following part, of your last transmission."

      (b) "CONFIRM" (which means, "Is what I said correct?").

Important: Do not use the word "repeat."

Read Back Instructions

The vehicle operator shall acknowledge all instructions from Ground or Radio as understood, or request that the instructions be repeated if not understood.

Read back all control instructions to hold/hold short of a runway or taxiway, and any instruction that is different from your original request.

Entering the Manoeuvring Area

The vehicle operator shall proceed only along the specified route to the specified location unless receiving alternative instructions.

In addition to any permission given by radio to proceed into or within the manoeuvring area, check visually to ensure that you will not interfere with any aircraft on or approaching the path you have been given permission to follow.

While on the manoeuvring areas, vehicle operators shall always monitor frequency 121.7 and acknowledge and comply with any instructions from Ground or Radio. No vehicle operator may leave a vehicle radio unattended while in the manoeuvring area except with the specific permission from Ground or Radio.

Escorting Non-Radio-Equipped Vehicles

Whenever non-radio-equipped vehicles and equipment are operating in groups or fleets with a radio-equipped vehicle, they shall be under the control of a qualified employee responsible for requesting and acknowledging all instructions from Ground or Radio.

Holding Short

Kelowna International Airport is a controlled airport with hold lines at the runway to taxiway intersections marked with two solid and two broken yellow lines, with the broken lines closest to the runway.

Whenever an operator is instructed to hold short of a runway or is awaiting permission to cross or to proceed onto a runway, the operator shall hold the vehicle 45 metres (148 feet) from the nearest edge of the runway, or behind the solid yellow hold lines on the taxiway.

Exceptions

Vehicles and equipment sometimes may have to operate within 45 metres (148 feet) of the runway. When this happens, the operator must inform Ground or Radio of the approximate distance of the vehicle or equipment from the nearest runway edge and remain in constant radio contact with Ground or Radio.

Exiting the Runway

When instructed to leave the runway, vehicle operators shall acknowledge instructions and proceed to a taxiway holding position or to a safe position off to the side of the runway at least 45 metres (148 feet) from the nearest edge of the runway.

Once in a holding position, the vehicle operator shall inform Ground or Radio that they are "off the runway" and give their exact position.

Vehicle operators shall immediately leave the runway when:

a) An aircraft makes a low pass, or
b) The white runway lights are blinking on and off.

End of Transmission

To end any two-way communication, say the name of the vehicle call sign.

Example:

"STAFF TWO SIX"

7.4   Standard phraseology

Standard phraseology has been developed through years of practice to transmit instructions, and messages most efficiently and without misunderstanding, using the fewest words.

Examples:

a)   Authorization Request and Response

Vehicle Operator: "GROUND (OR RADIO), STAFF TWO SIX."

GROUND OR RADIO: "STAFF TWO SIX, GROUND (OR RADIO)."

Vehicle Operator: "GROUND (OR RADIO)", STAFF TWO SIX ON APRON I, REQUESTING PERMISSION TO THE SHELL AERO CENTRE."

GROUND OR RADIO: "STAFF TWO SIX PROCEED TAXIWAY CHARLIE, DELTA TO THE SHELL AERO CENTRE."

If the request for permission to proceed is denied, the response from Ground or Radio will start with the word "NEGATIVE." For example:

GROUND OR RADIO: "STAFF TWO SIX, NEGATIVE! HOLD YOUR POSITION."

A hold/hold short or a change in the approved routing versus the requested routing will require the vehicle operator to immediately provide a mandatory read back of all the information relayed to ensure the instruction was understood as it was approved.

b) Authorization request when accompanying a non-radio-equipped vehicle:

Vehicle Operator: "GROUND, STAFF TWO SIX PLUS ONE, REQUEST PERMISSION TO PROCEED TO ... etc."

Use the term "plus one" or "plus two" because it indicates to the GROUND OR RADIO the number of vehicles in the group.

c) Control instructions:

"PROCEED ONTO RUNWAY 16–34 FOR INSPECTION, ADVISE WHEN OFF RUNWAY."

"HOLD SHORT RUNWAY 16."

d) Request to GROUND OR RADIO and responses:

Vehicle Operator: "GROUND (OR RADIO), STAFF TWO SIX."

GROUND OR RADIO: "STAFF TWO SIX, GROUND (OR RADIO)."

Vehicle Operator: "(OR RADIO), STAFF TWO SIX, REQUEST PERMISSION TO INSPECT THRESHOLD LIGHTS RUNWAY 16."

GROUND OR RADIO: "STAFF TWO SIX, GROUND (OR RADIO), NO REPORTED TRAFFIC, PROCEED TO THRESHOLD RUNWAY 16, ADVISE WHEN OFF THE RUNWAY."

7.5 Standard Phrases

While it is not practical to lay down a precise phraseology for all radiotelephone procedures, the following words and phrases should be used where applicable. Do not use words and phrases such as "OK," "REPEAT," "HOW IS THAT," or slang expressions.

Word or Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRMATIVE	Yes or permission granted.
CONFIRM	Please verify that what I said is correct.
CORRECTION	An error was made in this transmission. The correction will follow.
HOW DO YOU READ?	Can you hear and understand me?
I SAY AGAIN	I will now repeat my last word/sentence for clarification.
MANDATORY READ BACK	A hold / hold short or a change in the requested routing requires that the vehicle operator immediately provide a mandatory read back of all the information relayed to ensure the instruction was understood.

Word or Phrase	Meaning
NEGATIVE	No, or permission not granted, or that is not correct, or I do not agree.
OFF THE RUNWAY	Vehicle is at least 67.5 m (225 ft) to the side of the nearest edge of the runway in use.
OVER	My transmission is ended and I expect a response from you. (Normally used only under poor communication conditions.)
OUT	This conversation is ended and no response is expected. (Normally used only under poor communication conditions.)
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received.
REPORTED	No aircraft have made their intentions known to the Flight Service Specialist.
ROGER	I have received all of your last transmission.
SAY AGAIN	Repeat all, or the following part, of your last transmission. (Do not use the word "Repeat.")
SPEAK SLOWER	(Self-explanatory.)
STANDBY	Wait and listen. I will call you again.
THAT IS CORRECT	(Self-explanatory.)
VERIFY	Check text with originator and send correct version.
WHAT IS YOUR REQUEST/MESSAGE?	(Self-explanatory)
WILCO	I understand and will comply with your instructions.

Radio Communication Tips

When communicating by radio:

- Listen first to ensure that you will not interrupt another transmission, then depress the "press to talk" (PTT) switch before beginning to speak, and keep it depressed for the entire transmission.

- Avoid clicking on and off. When the transmission is finished, release the PTT switch immediately.

- Hold the microphone approximately 6.5 cm (2–3 in.) in front of the mouth.

- Speak plainly and distinctly to prevent running consecutive words together. Do not shout, accentuate syllables artificially, or speak too rapidly.

- Use standard procedure words and phrases and standard airport terminology.

7.6 Radio Test Procedures

Test your radio at the start of every shift to ensure it is operational, using the following procedure:

1) Contact Kelowna Ground or Penticton Radio.
2) Identify yourself.
3) Say: "Radio check."

On-the-air radio tests, when necessary, should be short (not more than 10 seconds). Do not interfere with other communications.

The response from Kelowna Ground or Penticton Radio may be in plain language, but it will most likely be given on the following readability scale of 1 to 5:

1– Unreadable

2– Readable now and then

3– Readable but with difficulty

4– Readable

5– Perfectly readable

Examples:

Vehicle Operator: "GROUND (OR RADIO), STAFF TWO SIX, RADIO CHECK."

Short response may be:

GROUND OR RADIO**:** "STAFF TWO SIX, GROUND (OR RADIO), RADIO CHECK."

Or Ground or Radio may request:

GROUND OR RADIO**:** "STAFF TWO SIX, GROUND (OR RADIO), COMMENCE TEST COUNT."

Vehicle Operator: "TEST COUNT, ONE, TWO, THREE, THREE, TWO, ONE."

GROUND OR RADIO: "READ YOU FIVE."

7.7 Vehicle or Radio Failure

Vehicle Failure

If equipment breaks down, the operator shall immediately notify Kelowna Ground or Penticton Radio of the location and difficulty and ask for assistance.

Radio Failure

If the radio fails while the vehicle is in the area, turn the vehicle to face the control tower and flash the headlights off and on. Ground or Radio will respond using the following light signals:

a)   Flashing green light – Cleared to cross, proceed or go
b)   Steady red light – Stop, hold your position
c)   Flashing red light – Clear the runway/taxiway
d)   Flashing white light – Return to your starting point

When returning to your starting point (see (d) above), the vehicle operator must hold short of each intervening runway and receive permission to proceed (flashing green light signal) before crossing a runway.

Radio and Vehicle Failure

If your radio and vehicle both fail while in the area, light and place red road flares or approved emergency signalling devices approximately 30 metres (100 feet) ahead of and behind the vehicle in a line parallel to the nearest runway or taxiway as a warning to aircraft.

If the flares or signalling devices when placed are not likely to be seen from the control tower due to snow banks or other intervening obstructions, light and place one or more flares near the vehicle where they may be clearly visible from the control tower.

Stay with the vehicle. In adverse weather conditions normally associated with combined vehicle and radio failure, the vehicle may provide your best protection until help arrives.

8.0 Penalties for Driving Infractions

8.1 Airport Traffic Directives

AVOP holders must obey Kelowna International Airport airport traffic directives, regulations, signs, control devices, and all directions provided by Kelowna International Airport personnel, Air Traffic Control, and emergency response personnel.

If the AVOP holder does not follow the rules, that permit holder may receive a penalty and the AVOP may be suspended or revoked.

It is an offence to operate a vehicle at Kelowna International Airport in a manner that, having regard to all the circumstances, including the amount of traffic, is dangerous to aircraft, equipment, people, or other vehicles.

8.2 Infractions

Driving infractions include, but are not limited to:

- Speeding
- Failure to obey traffic signs
- Failure to yield to aircraft or priority vehicles
- Failure to stop when hailed by enforcement personnel
- Manoeuvring area incursion
- Driving with an insecure load
- Parking violation
- Littering
- Smoking
- Driving while under the influence of drugs or alcohol
- Dangerous or reckless driving

Violation Letter

If you break the rules for driving airside you will receive a written warning.

- First infraction – First written warning
- Second infraction – Second written warning
- Third infraction – Suspension of AVOP (D, D/A, D/S) for one year

8.4 Suspensions and Appeals

An AVOP suspension may be withdrawn early after a review has been completed by the Airport.

9.0 Definitions

Term	Definition
Aerodrome	Any area of land, water (including the frozen surface thereof), or other supporting surface used or designated, prepared, equipped, or set apart for use either in whole or in part for the arrival and departure, movement, or servicing of aircraft, and including any buildings, installations, and equipment in connection therewith.
Aircraft	Any machine capable of deriving support in the atmosphere from the reactions of the air.
Aircraft Lead-in Lines	Lines providing guidance for the flight crew to the gate stop position. The lines also provide a means for the servicing crews to monitor the arriving and departing aircraft's path to and from the stop position.
Airport	An aerodrome for which, under Part III of the Air Regulations, an airport certificate has been issued by the minister. The Airport as referred to herein is Kelowna International Airport, Airport Code CYLW.
Airside	That area of an airport intended to be used for activities related to aircraft operations, including the movement area of an Aerodrome, adjacent terrain and buildings or portions thereof, and to which public access is normally restricted.
Airside Vehicle Operator's Permit (AVOP)	A designation issued by Kelowna International Airport certifying that the person named therein is authorized to operate vehicles in the airside area.
Anti-Collision Light	A warning light on an aircraft indicating that it is about to start or the engine is running and the aircraft is about to move or is moving.

Term	Definition
Apron	The part of an aerodrome, other than the manoeuvring area, that accommodates the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance, and parking of aircraft, and movement of aircraft and pedestrians necessary for such purposes.
Apron Safety Lines	Lines used to indicate the boundary that aircraft must not cross (red lines) and the boundary beyond which equipment must not cross (white lines) during aircraft arrival and departure from the gates.
Authorized Area	An area which is under the care and control of the Aerodrome Operator, and which requires special access privileges not available to the general public.
AVOP	See Airside Vehicle Operator's Permit.
Controlled Area	An area for which permission to enter is required from Kelowna Ground or Penticton Radio (taxiways and runways).
D AVOP	A permit issued by the Kelowna Airport Authority that gives the holder permission to operate a vehicle on all airside surfaces (aprons, service roads, taxiways, and runways) in the performance of their duties.
D/A AVOP	A permit issued by the Kelowna Airport Authority that allows the holder to operate a vehicle on aprons, service roads, and the uncontrolled portion of Taxiway Foxtrot in the performance of their duties.
Emergency Response Services (ERS)	The title applied to the services provided by professional firefighters at an airport to respond to events such as, but not limited to, aircraft accidents/incidents.

Term	Definition
Equipment	Any motor vehicle or mobile device, either self-propelled or towed, or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair, and servicing of aircraft, including test equipment and cargo and passenger-handling equipment.
Equipment Staging Area	A designated area where it is safe to place equipment prior to the arrival or departure of an aircraft.
Escort	A person holding both an AVOP and RAIC who may accompany another person or people (who are without an AVOP and/or RAIC and/or an appropriately equipped vehicle, or who have been given an 'Escort Required' pass) when accessing certain Restricted Area(s).
Expedite	An instruction issued by Kelowna Ground or Penticton Radio to proceed without delay.
Flight Service Specialists	NavCanada employees who provide advisory information to aircraft and vehicles using, or about to use, the manoeuvring area when the Air Traffic Control unit is not available.
Flight Service Station (FSS)	A NavCanada-operated facility from which aeronautical information and related aviation support services are provided to aircraft, including airport and vehicle advisory services for designated controlled and uncontrolled airports.
Foreign Object Debris (FOD)	Any foreign material in the manoeuvring areas, such as mud, gravel, glass, nails, tacks, scraps of metal, garbage, chemical substances, paper, plastic, baggage, or other materials that may cause serious damage to an aircraft or vehicle.
Ground Loading Position	Area where passengers and/or crew enplane or deplane an aircraft and have to walk on (a portion of) the apron between the aircraft and the Terminal Building or vice versa.

Term	Definition
Groundside	That area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.
Guard Lights	A light system intended to caution pilots or vehicle drivers that they are about to enter an active runway. These are sometimes referred to as "wig wags."
Hold Line	Two solid and two broken yellow lines across the width of a taxiway with the broken lines closest to the runway, behind which a vehicle or an aircraft must hold while awaiting permission to cross or proceed.
Holding Short	An instruction issued by Kelowna Ground or Penticton Radio to stop behind the hold line while awaiting permission to cross or proceed onto a runway.
Incursion	See Runway/Taxiway Incursion.
Instrument Landing System (ILS)	A radio beam transmitter used to provide guidance to approaching aircraft that tune their receivers to the ILS frequency.
Kelowna Ground	The operating position in the Air Traffic Control tower he operating position in the Air Traffic Control tower that provides clearances and instructions for the ground movement of airport traffic. Kelowna Ground operates from 0600-2230. The radio frequency is 121.7.
Light Signal	A light used by ATC to control airport traffic when there is no radio communication.
Mandatory Read Back	A requirement that vehicle operators repeat, also known as "reading back," the directions given by Kelowna Ground Control when the instruction is to hold or hold short of any surface, of if there is a change in the direction previously given.
Manoeuvring Area	The part of an aerodrome to be used for the takeoff, landing, and taxiing of aircraft, excluding aprons.

Term	Definition
Manoeuvring Area Delimitation (MAD) Marking	A marking located on an apron that indicates the location to stop before entering an ATC controlled taxiway. The vehicle operator must have permission from Kelowna Ground or Penticton Radio to cross this line.
Marshaller	The person directing the control of an aircraft.
Movement Area	The part of an aerodrome to be used for the takeoff, landing, and taxiing of aircraft, consisting of the manoeuvring area and aprons.
Nav Canada	The owner/operator of Canada's Civil Air Navigation Service (ANS), as well as the sole controller of all movements on operational airside manoeuvring areas (runways and taxiways) at YLW.
No Delays	See Expedite.
Non-Passenger Screening for Vehicles (NPS-V)	Screening of vehicles, drivers, and occupants travelling airside for threat items.
Off the Runway	Indicates the vehicles and/or aircraft are at least 200 feet to the side of the nearest edge of the runway.
Operations	A single contact location for all airport operational concerns 24 hours a day via telephone. The phone number is 250-807-4350.
Operational Stand	An area of an apron designated for aircraft to park, load, unload, or be serviced.
Pass Office	The office responsible for issuing Restricted Area Identity Cards (RAICs), processing AVOP applications, and issuing keys, combination codes, access privileges, and employee parking passes on behalf of Kelowna Airport Authority.
Passenger Walkway	Any portion of an apron or any other area designated by a sign or surface marking as a pedestrian crossing.

Term	Definition
Penticton Radio	The operating position in the Flight Service Station that provides authorization and instructions for the movement of airport traffic during those hours when the Air Traffic Control tower is closed. Penticton Radio operates from 2230-0600. The radio frequency is 119.6.
Push Back	Moving an aircraft backward with a tug.
Restricted Area	is an area where commercial air-carrier operations take place. Anyone who enters must have security clearance or be screened. A valid RAIC must also be displayed on outer clothing at all times when in a Restricted Area.
Restricted Area Identity Card (RAIC)	A permanent pass that incorporates unique human characteristics, such as fingerprints and iris patterns, and leading-edge technology to accurately identify individuals accessing restricted areas at the airport.
Restricted Area Sign	A sign that marks the security barrier of the airport restricting an area to authorized personnel only.
Restricted Operator Certificate with Aeronautical Qualifications (ROC-A)	A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical radio station fitted with radio-telephone equipment only, transmitting on fixed frequencies and not open to public correspondence.
Restricted Visibility Operations Plan (RVOP)	A plan that calls for specific procedures by the Airport Operator and/or Air Traffic Control when fog, snow, rain, or other weather conditions or restrictions to visibility reduce the runway visual range (RVR) below 2600 feet (1/2 statute mile) down to and including 600 feet (1/4 statuate mile) RVR. See Airport Director's Circular 39.
Runway	The portion of the manoeuvring area used for aircraft takeoff and landing.
Runway Threshold	The beginning of that portion of the runway usable for landing.

Term	Definition
Runway/Taxiway Incursion	Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for aircraft takeoff or landing.
Secure Area	An area which is under the care and control of the Aerodrome Operator, and which requires special access privileges not available to the general public (blue YLW ID card).
Security Access Point	A defined reporting point through which access is gained to the airport Restricted Area from other airside surfaces, from groundside, or from public areas.
Security Identification	All personnel working in Restricted Areas at Kelowna International Airport shall wear their RAIC on outer clothing, ensuring its visibility when in the Restricted Areas.
Service Road	A roadway intended for the use of vehicles entering or transiting between aircraft movement areas.
Taxiway	The part of an aerodrome used for manoeuvring aircraft and airport equipment between the apron area and the runway.
Uncontrolled Area	An area on the airside that does not require permission from Kelowna Ground or Penticton Radio to enter (aprons and service roads).
Uncontrolled Taxiway	That part of an aerodrome that is not in radio contact with Kelowna Ground/Penticton Radio that is used for manoeuvring aircraft and airport equipment between the apron areas and runways.
Vehicle	Any self-propelled vehicle or device in, on, or by which a person or object may be transported, carried, or conveyed on land, but not including an aircraft.

Term	Definition
Vehicle Holding Bay	A defined area at the end of Runway 34 called the "34 East Access Road" where vehicles can be held during aircraft operations.
Vehicle Corridor	An airside roadway on the aprons, marked by two solid white lines 3 metres (10 feet) apart, centred by a single white broken line, to provide guidance to vehicles and equipment operators.
Visitor Pass	A pass issued by YLW that allows a person to be on the airside of the airport, always with an escort holding a valid RAIC, and only if they have a clear need to be there.
Vehicle Beacon	A red or yellow rotating warning beacon or flashing light indicating a vehicle's location.
Wig Wag	See Guard Light.
YLW	A three-letter code that identifies Kelowna International Airport as determined by the International Air Transport Association (IATA).