



Terms of Reference

Review of Air Traffic Services and Airspace Requirements

Kelowna, British Columbia

NAV CANADA
Level of Service
151 Slater Street, Suite 120
Ottawa, ON K1P 5H3

April 2023

The information and diagrams contained in this Terms of Reference are for illustrative purposes only and are not to be used for navigation.

TABLE OF CONTENTS

1.0	Purpose	1
2.0	Scope of the study	1
3.0	Background	1
4.0	Methodology	1
5.0	Safety Management Plan.....	2
6.0	Human Resources	2
7.0	Work Management Plan	3
8.0	Finance Resources	3
9.0	Materiality of the changes	3
10.0	Consultation.....	4
11.0	Authority	4

1.0 Purpose

The purpose of this Terms of Reference (TOR) document is to initiate an Aeronautical Study to review the air traffic service and airspace requirements in the vicinity of Kelowna, BC.

2.0 Scope of the study

The Aeronautical Study will assess the requirements for the airspace and air traffic services in the vicinity of Kelowna. This study will include formal stakeholder consultations to determine if any issues exist, and what mitigations may be required in the event that changes are recommended to air traffic services and airspace classification or structure.

3.0 Background

The Kelowna International Airport (CYLW) is located approximately 6 nautical miles (NM) northeast of Kelowna, British Columbia on Highway 97. The airport is operated by the City of Kelowna and by passenger count is the 10th busiest airport in Canada.

The Kelowna airport has an irregular shape Class D transponder required control zone (CZ) to 6,500 feet above sea level (ASL) with a cut out below 2,500 feet over Okanagan Lake, and is at an elevation of 1,420 feet ASL. There is a single asphalt runway, Runway (RWY) 16/34 measuring 8,900 feet long and 200 feet wide.

NAV CANADA staff provide 17 hour per day airport control service from 1330 to 0630Z‡ (0530 to 2230 local) on frequency 119.6 MHz as well as ground control on frequency 121.7 MHz. When the tower is closed Remote Aerodrome Advisory Service (RAAS) is provided by the staff of the Penticton Flight Service Station (FSS) on the Mandatory Frequency (MF) 119.6 MHz. Flight Information Service En route (FISE) is available from the Kamloops Flight Information Centre (FIC) on frequency 122.5 MHz. Weather information is provided by an Automated Weather Observation System (AWOS) with Digital Aviation Weather Cameras (DAWC) that supports a 24-hour Aerodrome Routine Meteorological Report (METAR) and 24-hour Aerodrome Forecast (TAF) issued at 0100Z, 0700Z, 1300Z, 1900Z.

Aircraft movements during tower hours of operation have grown steadily from 85,772 in 2016 to 96,010 in 2019. The industry impacts of the COVID-19 pandemic resulted in decreased movements in 2020 of 73,757 with a moderate rebound in 2021 to 87,707 and achieving near pre-pandemic levels in 2022 with 93,447 movements. Aircraft movements from 2016 to 2021 indicated an split of 57 percent Visual Flight Rules (VFR) and 43 percent Instrument Flight Rules (IFR).

4.0 Methodology

An Aeronautical Study identifies, assesses and analyzes information gathered through data collection and customer/stakeholder consultation.

The Aeronautical Study Team will:

- Confirm stakeholder requirements for the service under review;
- Analyze the concerns and issues raised by the stakeholders;
- Develop possible solutions and/or options;
- Conduct a Hazard Identification and Risk Assessment on issues as required;

- Present recommendations for Executive Management and Board of Directors approval;
- Coordinate with the appropriate managers who would be involved with the technical and operational implementation of any proposed service change; and,
- Coordinate with Transport Canada.

The study team will ensure that consultation with affected or interested stakeholders is sufficient prior to making any recommendations to senior management.

A business case will be developed to validate the recommendations as needed.

The study team will conduct a risk analysis and may call upon stakeholders to contribute to the assessment of some risk scenarios.

5.0 Safety Management Plan

The manager responsible for implementing any decisions resulting from this Aeronautical Study will prepare a project safety management plan. The plan will include mitigation and monitoring actions that are required to implement the change in service.

6.0 Human Resources

The study team will be multi-disciplined with representation as required from key technical, operational and support areas.

Team Leader: Manager, Level of Service

Advisor: Director, Stakeholder and Industry Relations

Contributors:

Specialist, Level of Service,
Managers/Staff Vancouver Flight Information Region,
Aeronautical Information Management,
Corporate Performance, Stakeholder Relations and Communications, and,
Others as required.

7.0 Work Management Plan

TOR approval: March 2023

When conducting an Aeronautical Study*, the following will be undertaken:

1. Develop Communication and Consultation Plan – Spring 2023
2. Study commencement – Spring 2023
3. Consultation – Spring/Summer 2023
4. Assess consultation input – Summer 2023
5. Conduct Issues Hazard Identification and Risk Assessment – Summer 2023
6. Finalize Aeronautical Study Report – Summer/Fall 2023
7. Executive Management and Board of Directors approval – Fall 2023
8. Issue Notice of Proposal (if required) – Fall 2023
9. Circulate to Transport Canada for safety review – Winter 2023

Following Transport Canada review:

10. Coordinate implementation plan and dates with appropriate departments – TBD
11. Prepare Aeronautical Information Management Submission – TBD
12. Prepare and publish Aeronautical Information Circular – TBD
13. Prepare and publish Notice –TBD
14. Implement – TBD
15. Monitoring / Post Implementation Reviews – TBD (conducted 90 days after implementation and if required after one year)

**Aeronautical Study timelines may be subject to adjustment.*

8.0 Finance Resources

Responsible managers are accountable for any travel and related expenses of the study team including the management of overtime.

Service design changes may generate an engineering support requirement. These requirements will be identified as the study progresses in support of initiating project planning for implementation of engineering-related recommendations from the study.

9.0 Materiality of the changes

There is the potential that some of the service delivery options may represent a material change to a significant group of users. If this is the case formal notifications as per the Civil Air Navigation Services Commercialization Act will apply.

10.0 Consultation

An appropriate consultation plan will be prepared.

Aviation organizations representing airport, general aviation, business aviation and others as appropriate, will be consulted during the Aeronautical Study.

A complete list of customers and stakeholders consulted will be attached to the Aeronautical Study.

Should you have any questions or wish to provide input in to the Aeronautical Study, you may do so by emailing studies.etudes@navcanada.ca or by writing to:

Courier/Civic Address	Mailing Address
NAV CANADA Level of Service 151 Slater Street, Suite 120 Ottawa, ON K1P 5H3	NAV CANADA Level of Service PO Box 3411, Station T Ottawa, ON K1P 5L6

11.0 Authority

Assistant Vice President, Stakeholder and Industry Relations