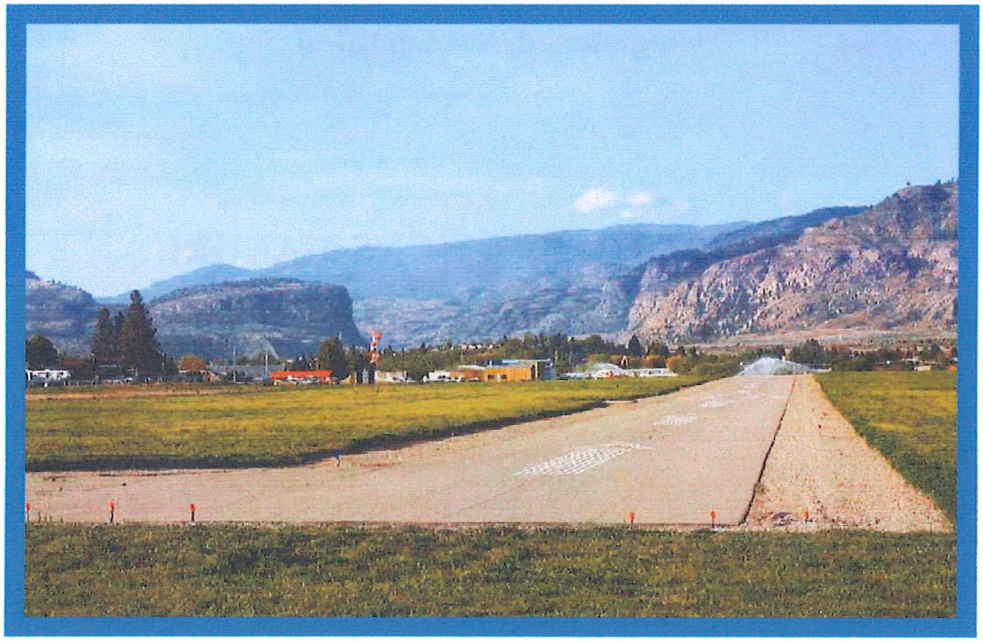
OLIVER AIRPORT OPERATIONS MANUAL



BRITISH COLUMBIA

Town of Oliver

August 2013

OLIVER AIRPORT

Aerodrome Certificate Number: N/A

Registered, Not Certified

AIRPORT OPERATIONS MANUAL

Town of Oliver
PO Box 638
6150 Main Street
Oliver, BC
V0H 1T0

Telephone: 250-485-6200

Fax: 250-498-4466

E-mail: airport@oliver.ca

Aerodrome Certificate

N/A

FOREWARD

Introduction

This Airport Operations Manual (AOM) has been prepared as a condition of possible future certification and forms an integral part of the aerodrome certificate. This manual sets out the standards that are met and the services that are provided by the Oliver Airport as may be required on the date on which an Aerodrome Certificate may be issued or amended from time to time, and serves as:

(a) a legal reference, of the Oliver Airport Operator, with respect to the standards, conditions and levels of service to be maintained for a Registered Airport;

(b) a reference document for airport inspections;

(c) a reference document for airport users and operator, and The Town of Oliver;

(d) a legal instrument to record any approved changes to or deviations from the airport standards, conditions, or levels of service affecting airside operations.

Standards

The Standards set out in this manual are in accordance with:

(a) The 4th Edition of "Aerodrome Standards and Recommended Practices" (TP312E); or,

(b) Where noted, a previous edition of TP312E; or,

(c) Where noted, an approved deviation from TP312E.

Changes to the Airport

Where the airport, or portion of the airport or its facilities are rehabilitated, replaced, refurbished or improved, the mandatory specifications contained in the latest edition of TP312E shall apply.

The Superintendent of Aerodrome Standards and Certification, Air Navigation System Requirements, Transport Canada Aviation, represents the Minister of Transport as the regulatory authority with respect to Airport Certification, Address: Suite 620, 800 Burrard Street, Vancouver, BC V6Z 2J8. Telephone: (604) 666-5536. Fax: (604) 666-1175.

AOM AMENDMENT PROCEDURES

The Town of Oliver thru the Airport Manager is responsible for the development, issuance and control of amendments to this manual. All amendments will be properly inserted by the person in the position indicated on the distribution list. All manual holders will be responsible for the safe custody and maintenance of their manual. Within thirty days of the issue of an amendment, confirmation will be provided to the Airport Manager that the required amendment action has been accomplished by the return of the amendment control page, signed and dated by the individual amending the manual.

(a) Each page will show the amendment number and date at the bottom of each page.

(b) All amendments will be shown by providing a vertical black line in the right margin where changes in paragraphs or wording are made.

Minor changes (ie phone #, typos) can be accommodated by "pen and ink" amendments without any prior approval. Distribution of the changes will be the same as above and a record of these changes will be recorded in the corrigenda in the same format as the "Record of Amendments".

RECORD OF AMENDMENTS

No.	Date Issued	Date Entered	Entered By	Organization

CORRIGENDA

No.	Date Issued	Date Entered	Entered By	Organization

MANUAL HOLDERS

Manual Number	Manual Holder	Address	Phone #	Fax #	e-mail
Master	Airport Manager	Box 1148 Oliver, BC V0H 1T0	250-535-0395		Paul Dumoret 250-498-4466 airport@oliver.ca
#1	Municipal Manager	Box 638 Oliver, BC V0H 1T0	250-485-6200		Tom Szalay 250-498-4466 tszalay@oliver.ca
#2	Corporate Officer	Box 638 Oliver, BC V0H 1T0	250-485-6200		Cathy Cowan 250-498-4466 ccowan@oliver.ca
#3 2 copies	Director of Public Works	Box 638 Oliver, BC V0H 1T0	250-485-6200		Shawn Goodsell 250-489-4466 sgoodsell@oliver.ca
#4 2 copies	South Okanagan Flying Club	Box 1148 Oliver, BC V0H 1T0	250-498-4570 604-789-2783		Vic Seder vseder@hytekmechanical.com
#5 12 copies	Oliver Hangar Association	Box 1330 Osoyoos, BC V0H 1V0	250-495-2232		Rick Lees rick.lees@ymail.com
#6 2 copies	Transwest Helicopters	Box 1678 Oliver, BC V0H 1T0	250-498-6691		Ernst Maas 250-498-6791 eumaas@transwesthelicopters.com
#7 2 copies	VMR Aviation Ltd	Box 327 Kaleden, BC V0H 1K0	250-809-6508		Olivier Combret combret1@shaw.ca
#8	Lannon Aviation Inc.	855 Ross Ave Penticton BC V2A 3A5	250-498-8387		Walter Lannon wlannon@shaw.ca
#9 9 copies	Individual Hangar Owners				See Appendix "B"
#10 1 copy	Forage Contractor				By Hand through APM

OLIVER AIRPORT

AIRPORT OPERATIONS MANUAL

PART 1

ADMINISTRATION

PART 1 - ADMINISTRATION – TABLE OF CONTENTS

1.1 INTRODUCTION

1.1.1 Airport Certification

This Airport is not certificated.

1.1.2 Inspection Criteria

This Airport is within a built-up area; therefore, airport certification was required in Accordance with the Air Regulations Part 111 in the past. These regulations were changed and certificate surrendered in 1995. The airport remains registered.

1.1.3 Inspection Frequency

Certification inspections of this airport are not required by Transport Canada, Aviation.

1.1.4 Operating Conditions

This Airport is approved for public use, Day and Night VFR operations.

1.1.5 Airport Operations

Right hand circuits, runway 36.
Only pilots familiar with local terrain should use the aerodrome at night. Night circuits to the west of the airport, over built-up lighted areas, are recommended. Aerodrome located in narrow mountain valley with unlighted high terrain east and west of airport.

1.1.6 Noise Abatement

Aircraft taking off or landing will use their best efforts to mitigate noise over built-up areas by reducing power when safe to do so. The Hospital to the immediate NE is to be avoided.

1.1.7 Design Aircraft

The design aircraft for the Oliver Airport is Cessna Conquest II which is a Code letter 1A aircraft.

1.2 ORGANIZATIONAL STRUCTURE AND DESCRIPTION OF DUTIES

1.2.1 General Operating Procedures

The Airport is not regularly attended. All aircraft operators and airport users are expected to exercise good judgment in the conduct of any airside activities.

Commercial aircraft operators are responsible for the safe and expeditious movement of passengers between aircraft and secure areas.

The Oliver Airport is owned and operated by the Town of Oliver. Municipal council sets policies and budgets with input and recommendations from staff and the Airport Advisory Committee. Members of the Committee are appointed annually by the Town Council and meet as required, but no less than quarterly. The airport is managed by the Airport Manager who reports directly to the Municipal Manager.

1.2.2 Organizational Chart

Municipal Manager is:

Mr. Tom Szalay,
Town of Oliver
Box 638
6150 Main Street
Oliver, BC
V0H 1T0 250-485-6200

Airport Manager is:

Mr. Paul Dumoret
Town of Oliver
PO Box 638
6150 Main Street
Oliver, BC
V0H 1T0 250-535-0395

1.2.3 Duties and Responsibilities

Airport Manager

- oversees all airport operations in accordance with Transport Canada

- monitor regulations pertaining to this airport
- follows directives as set forth by the Oliver Town Council
- assists in marketing the airport, including the attraction of appropriate airport development;
- liaises with airport users and others to ensure a safe, efficient and considerate approach to the day-to-day operation of the airport:
- identifies and recommends routine maintenance requirements for the facility.

Director of Operations

- ensures that adequate staff and equipment is available for required Airport maintenance, as directed by Council.

1.3 OBLIGATIONS OF THE AIRPORT OPERATOR

1.3.1 General Requirements

The operator of the Oliver Airport shall:

(a) Comply with the standards set out in the Aerodrome Standards and Recommended Practices (TP 312E), as they read on the date on which the latest amendment was issued.

(b) Without charge, at the request of a Transport Canada Aviation Inspector, allow access to airport facilities and provide the equipment necessary to conduct an inspection of the airport.

(c) Review each issue of the Aeronautical Information Publication, Canada on receipt thereof and, immediately after such review, notify the Minister* of any inaccurate information contained therein that pertains to the airport.

(d) Notify the Minister* in writing at least 14 days before any change to the airport, the airport facilities or the level of service at the airport that has been planned in advance and that is capable of affecting the accuracy of the information contained in the Aeronautical Information Publication, Canada:

(e) As the circumstances require for the purpose of ensuring aviation safety, inspect the airport:

(i) as soon as practicable after any aviation occurrence, within the meaning of that term as defined in section 2 of the Canadian Transportation Accident Investigation and Safety Board Act.

(ii) during any period of construction or repair of the airport or of airport facilities.

(iii) at any other time when there are conditions at the airport that could affect aviation safety.

(f) Subject to paragraph (d), notify the Minister* in writing of any change in airport operations with 14 days after the date of the change.

- The superintendent of Aerodrome Standards and Certification, Air Navigation System Requirements, Transport Canada Aviation, represents the Minister of Transport as the regulatory authority with respect to Airport Certification. Address: Suite 620, 800 Burrand Street, Vancouver, BC V6Z 2J8 Telephone 604-666-5536 Fax 604-666-1175

1.3.2 NOTAM Requirements

Subject to subsection 1.3.3, the operator of an airport shall give to the Minister* immediate notice of any of the following circumstances of which the operator has knowledge.

(a) any projection by an object through an obstacle limitation surface relating to the airport.

(b) the existence of any obstruction or hazardous condition affecting aviation safety at or near the airport.

(c) any reduction in the level of services at the Airport that are set out in Aeronautical Information Publication, Canada.

(d) the closure of any part of the maneuvering area of the airport; and

(e) any other conditions that could affect aviation safety at the airport and against which precautions are warranted.

Refer to NOTAM PROCEDURES – Appendix A.

1.3.3 Direct Notice to Pilots

Where it is not feasible for an operator to cause notice of a circumstance referred to in subsection 1.3.2 to be received at an air traffic control unit or a flight service station in accordance with the subsection, the operator shall give immediate notice directly to the pilots who may be affected by that circumstance.

1.3.4 Hazard Removal on Airport

The operator of the airport may remove from the surface of the airport any vehicle or other obstruction that is likely to be hazardous to aviation at or near the Airport, and notify the Minister if required.

1.4 REFERENCE DOCUMENTS AND TECHNICAL DRAWINGS

1.4.1 List of Publications

The following reference documents can be found with the Airport Manager:

(a) TP312E, Aerodrome Standards and Recommended Practices

(b) Canada Flight Supplement

1.4.2 Location of Drawings

Master copies of all technical drawings are located at the Oliver Town Hall.

1.5 ASSOCIATED AIRWAYS

1.5.1 Instrument Flight Rules

Not applicable.

1.5.2 Visual Flight Rules

The Airport is certified for VFR only. VFR arrival and departure information is contained in the Canada Flight Supplement, and includes the following cautionary note:

"CAUTION Only pilots familiar with local terrain should use this aerodrome at night. Aerodrome is located in a narrow mountain valley with unlighted high terrain East & West of the airport."

It is recommended that night circuits be to the west of the field, opposite to published circuit procedures, keeping aircraft over lighted areas.

1.6 COMMITTEES

The Oliver Airport Advisory Committee is appointed by the Town of Oliver, and meets no less than quarterly, or as required to deal with their responsibilities, which are:

I) To recommend policies concerning airport operations and to pass along to council for adoption.

ii) To provide advice to the Town on development priorities and funding strategies for airport infrastructure.

1.7 AIRPORT PLANS

The Oliver Airport Strategic Plan/Land Use Plan, developed in 2012 with a 20-year horizon, provides for a phased redevelopment of the airport to Code 2C non-instrument. This plan is kept in the Municipal Managers office, with a copy in the Airport Managers office.

OLIVER AIRPORT

AIRPORT OPERATIONS MANUAL

PART II

AIRPORT SPECIFICATIONS

PART II – AIRPORT SPECIFICATIONS

2.1 INTRODUCTION

This part is an inventory of the specifications for the Oliver Airport. The notation "Not Required" indicates that the item is not installed and that the item is not set out as requirement in TP 312E. TP 312E may recommend that the item be installed.

2.1.1 Units of Measurement

(a) *Elevation* – given to the nearest foot (above sea level, unless noted).

(b) *Linear Dimensions* – given to the nearest one-half metre, and also in feet if published in the CAP/CFS.

(c) *Geographic Coordinates* – latitude and longitude given to the nearest second and measured in accordance with the NAD83 reference datum.

(d) *Bearings* – given to the nearest one-tenth degree.

2.2 AERODROME DATA

2.2.1	Reference Point	Geometric Centre
2.2.2	Geometric Centre	
	Coordinates	N49° 10'24" W119° 33'04"
2.2.3	Aerodrome Elevation	
	Location	Button Runway 36
	Elevation	1015 feet
2.2.4	Outer Surface	Outer Surface radius: 4000m
		Height above Ref point: 45m
		Outer Surface El: 1162.6'
2.2.5	Aerodrome Magnetic Variation	16° 15' E

2.2.6 Aerodrome Reference Temperature

31.2° C

2.2.7 Windsock Location

Main - Lighted: West side of runway north of paved apron

Secondary: West side of runway adjacent displaced threshold

2.2.8 Electronic Navigation Aids

None

2.2.9 Significant Obstacles in the Vicinity of the Aerodrome

Airport is located in a narrow mountain valley with unlighted high terrain east and west of airport.

2.2.10 Runway Code

Code 1A

2.2.11 Runway Orientation

23.2228° True / 6.97° Magnetic

2.2.12 Runway Longitudinal Slope on Runway 18

Up 0.79% first 1600'

2.2.13 Runway Longitudinal Slope on Runway 36

Down 0.35% first 1600' (from Runway End)

2.2.14 Touchdown Zone Elevation for Runway 18

1004.1' (306.06m)

2.2.15 Touchdown Zone Elevation for Displaced Runway 36

1010.5' (307.99m)

2.2.16 Runway 18 End Centreline

N 5450273.520	N49° 10' 37.68"
E 314281.599	W119° 32' 53.88"
Elevation	1011.8' (303.92m)

2.2.17 Runway 36 Displaced Threshold Centreline

N 5449573.891	N49° 10' 143.72"
E 313981.445	W119° 33' 07.53"
Elevation	1011.8' (308.408m)

2.2.18 Runway 36 End Centreline

N 5449366.736	N49° 10' 07.92"
E 313892.523	W119° 33' 11.57"
Elevation	1016.8' (309.92m)

Note: Due to magnetic bearing being just shy of 7° differential, it is recommended that runway identification numbers be changed to "01" and "19" at next runway painting.

2.3 AERODROME LIGHTING

2.3.1 Aerodrome Beacon	None
2.3.2 Hazard Beacons	None
2.3.3 Windsock	Lighted
2.3.4 ARCAL	
Frequency	**122.8**
Type	**J**
Special Operating Instructions	**5 clicks on the mike**

2.4 AERODROME SIGNAGE

18 36

2.5 AERODROME MARKINGS

2.5.1 Road Holding Position Marking

None.

2.5.2 Information Marking

2.6 RUNWAY DATA

2.6.1 Runway 18 Data

Physical Characteristics

Runway	reference code	1A non-instrument
	true bearing	203.2228°
	magnetic bearing	173.03°
	length	976 m (3200 feet)
	width	15 m (50 feet)
	longitudinal slope	+/- 0.79 % up first 1600'
	surface type	asphalt
	touchdown zone elevation	1004.1' feet

	graded areas	12 m either side of runway centerline
Threshold	coordinates	N49°10' 37.68"
		W119° 32' 53.88"
Runway Strip		
	length	60 m (beyond runway end)
	width	30 m either side of runway centerline
	surface type	Sand/gravel
Stopway		not required
Clearway		not required
Runway End Safety Area		not required

Obstacle Limitation Surfaces

Approach Surface	
Length of inner edge	30 m either side of runway centreline
Distance from threshold	60 m
Divergence	10 %
Length	2500 m
Slope	4 % (1:25)
Transitional Surface	20 % (1:5)
Outer Surface	not required

Runway Lighting

Edge Lights	**(white); low intensity**
Approach Lighting	Not required
Precision Approach Slope Indicator Systems	Not required
Runway Lead-in Lighting Systems	Not required
Runway Identification Lights (RILs)	Not required
Runway Threshold Lights	6 Green

Runway Wing Bar Lights	Not required
Runway End Lights	6 Red
Runway Centreline Lights	Not required
Runway Touchdown Zone Lights	Not required
Stopway Lights	Not required

Runway Markings

Runway Designation	18 (white)
Centreline	(white)
Threshold	6 (green)
Displaced Threshold	Not required
Aiming Point	Not required
Touchdown Zone	Not required
Runway Side Stripe	Not required

The applicable runway markings are depicted on the sketch/diagram/technical drawing/aerial photo in Appendix C.

2.6.2 Runway 36 Data

Physical Characteristics

Runway	reference code	1A Non-instrument
	true bearing	23.2228°
	magnetic bearing	6.97°
	length	976 m (3200 feet)
	width	15 m (50 feet)
	longitudinal slope	+/- 0.35% Down
	surface type	asphalt
	touchdown zone elevation	1010.5' Displaced

	graded area		12m either side of runway centreline
Threshold	coordinates		N49°10' 14.72"
			W119° 32' 53.88"
	elevation		1016.8'
	displacement	length	214 m (700 feet)
		width	12 m either side of runway centreline
		elevation	1011.8'
Runway Strip	length		20m (beyond runway end)
	Width		30 m either side of runway centreline
	surface type		Sand/gravel
Stopway			Not required
Clearway			Not required
Runway End Safety Area			Not required

Obstacle Limitation Surfaces

Approach Surface

length of inner edge	30 m either side of runway centreline
distance from threshold	starts at displaced threshold
divergence	10 %
length	2500 m
slope	4 % (1:25)

Transitional Surface 20 % (1:5)

Outer Surface not required

Runway Lighting

Edge Lights	23 (white) low intensity
Approach Lighting	Not required

Precision Approach Slope Indicator Systems	APAPI – "ARCALS"
Runway Lead-in Lighting Systems	Not required
Runway Identification Lights (REILs)	Not required
Runway Threshold Lights	6 Red
Runway Wing Bar Lights	6 Green
Runway End Lights	6 Red
Runway Centreline Lights	Not required
Runway Touchdown Zone Lights	Not required
Stopway Lights	Not required
Runway Markings	White
Runway Designation	36 White
Centreline	White
Threshold	White
Displaced Threshold Traverse strip Arrows	White White White
Aiming Point	Not required
Touchdown Zone	Not required
Runway Side Strips	Not required

The applicable runway markings are depicted on the sketch/diagram/technical drawing/aerial photo in Appendix C

2.7 DECLARED DISTANCES (in feet)

RUNWAY	18	36
Runway Length	3200	3200
Clearway Length	120	230
Stopway Length	N/A	N/A
Thld Displacement	--	700
TORA	3200	3200
TODA	3200	3200
ASDA	3200	3200
LDA	3200	2500

2.8 TAXIWAY DATA

The applicable taxiway markings referenced below are depicted on the sketch/diagram/technical drawing/aerial photo in Appendix C.

2.8.1 Taxiway "A"

Taxiway Code	B
Pavement Width	10 m
Strip Width	23.0 m either side of runway centreline
Graded Area	12.5 m either side of runway centreline
Lighting:	Not required
Markings:	"Not Required" or:
Centerline	Solid yellow
Hold Position (dbl solid/dbl broken)	Yellow
Distance from runway centreline	30m
Intersection	Not required

2.9 APRON DATA

Dimensions	2000 m²
Apron Strip (distance unobstructed from pavement edge	10m
Apron Lighting	Not required
Apron Marking	Not required
Aircraft Stand Taxilane	Not required
Aircraft Stand	Not required
Apron Safety Lines	Not required
Passenger Path Lines	Not required
Helicopter Touchdown Pad	Not required

2.10 STRENGTH OF PAVEMENT

Pavement Load Rating (PLR)	N/A
Published weight restrictions	N/A

2.11 HELICOPTER OPERATIONS

Pilot's discretion – no special procedures. No dedicated helicopter arrival/departure areas or apron parking areas. Preferred parking to the south of the apron. Helicopter pilots to use discretion and avoid fixed wing aircraft and hangars.

OLIVER AIRPORT

AIRPORT OPERATIONS MANUAL

PART III

AIRSIDE SERVICES AND FACILITIES

PART lll – AIRSIDE SERVICES AND FACILITIES

3.1 INTRODUCTION

This section includes services and facilities that must be provided as a condition of certification; discretionary airside services provided by the airport operator, as well as airside services and facilities provided by Transport Canada – Aviation.

3.1.1 Fire Fighting and Emergency Procedures

Fire and emergency response is provided by the Municipal Oliver Fire and Rescue facility located at the NW corner of the field, with direct access to the airfield. Fire fighters have awareness in aircraft fire and rescue procedures and are equipped with all relevant materials including foam. The RCMP detachment is located across the street from the fire hall and airport.

3.2 MANDATORY AIRSIDE SERVICES

3.2.1 Emergency Response Plan

(a) Emergency Telephone Numbers:

Police, Fire and Ambulance: 911

(b) Aircraft crash on airport or aircraft fire:

Call 911

(c) Aircraft crash off airport:

Call 911

3.2.2 Airport Safety Program

(a) Airside Inspection will be performed by the APM at intervals of at least once weekly, to ensure safe conditions, and that any remedial action be taken immediately to correct any damage or unsafe conditions.

(b) FOD. The inspection will monitor the presence of any debris that could be ingested into an engine, blown by jet exhaust or props, or otherwise endanger aircraft or personnel. It is also the responsibility of users and Town staff to remove any FOD and report same to the APM.

(c) No specific safety plans or procedures have been developed other than those identified in this manual. Signs to warn the public to remain outside the airport boundaries are placed at intervals along the airport perimeter fence.

3.2.3 Movement Area Access and Control Procedures

(a) Vehicle Routes and Corridors:

All authorized vehicles, hangar owners / tenants; aircraft owners; employees of commercial operators; and directed visitors may use ancillary taxiways for access to hangar areas; landing sites; drop zones, giving right-of-way to all aircraft. No travel on other areas of the airport unless authorized by the APM. Speed limit strictly 20KPH.
All service vehicles and farm tractors will display flashing amber roof lights when working on or in proximity of the runway / taxiway / apron, and have radios tuned to the Unicom frequency: 122.8 mhz. Runway inspections etc of short duration (less than 5 Min.) will use 4 way flashers and radios tuned to the Unicom frequency: 122.8 mhz. No parking on taxiways & aprons.

(b) Pedestrian traffic control to and from aircraft:

Pilot's discretion.

3.2.4 Apron Management and Safety Plan

All persons or vehicle movement on the apron is for the express purpose of accessing aircraft and will be under the direct supervision of the pilot, who will ensure safety of all persons and aircraft.

3.3 OTHER AIRSIDE SERVICES

3.3.1 Airside Maintenance Service

(a) Movement Area Sweeping:

Twice per annum as required. Early spring and early fall with further sweeping on an as needed basis, upon approval of APM and Dir. Of Operations. Also 3.2.3 (a) applies.

(b) Rubber Removal: N/R

(b) Grass/Field Cutting:

Forage contractor is responsible for the "Contract Area" & the SOFC cuts the balance with the Town owned John Deere swather twice per season.

(c) Snow and Ice Removal:

Priority 4; after all emergency services, main arteries and city streets are plowed, unless an emergency or Medevac requirement.

(d) Weed Spraying:

The Town crew is responsible for spraying the areas along either side of the runway, turnaround buttons, taxiway, ramp, runway lights and APAPI's, as required. 3.2.3 (a) applies.

(e) Crack Sealing:

Runaway, taxiway and ramp asphalt will be crack sealed in conjunction with when that activity is contracted by Public Works for Town streets. 3.2.3 (a) applies.

(f) Line Painting:

Runway marking and line painting will also be coordinated by Public Works when it is contracted for Town streets, as required. 3.2.3 (a) applies.

(g) Runway Lights:

Maintenance of the runway lights and APAPI systems will be the responsibility of the APM.

(h) Construction and Maintenance:

Maintenance of the irrigation system is performed by Town staff or their designate. All staff and / or designates must be indoctrinated in the procedures of working on an active airport. Any construction or maintenance activity personnel will have at the minimum: 2 way radio tuned to the Unicom frequency of 122.8 mhz with the crew; flashing amber lights on the roof of the service vehicle/s; hi visibility vests. Travel on the active areas of the airport such as runway and taxiways should be kept to a minimum.

Procedures for major construction active will be established and include but not limited to the following:

- How work will be coordinated.
- When work will be permitted.
- Procedures for airside obstructions.
- Specified routes to and from the work area.
- Vehicle control procedures.
- Measures to isolate work area.
- Marking and lighting of affected operational areas.

3.3.2 Disabled Aircraft Removal Plan

Disabled aircraft removal is the responsibility of the Aircraft Owner.

The Transportation Safety Board will be advised prior to the removal of any aircraft that has been disabled due to an accident or incident. Transportation Safety Board (TSB) 24-hour telephone number is 604-666-5826.

See NOTAM Procedures in Appendix A for requirements to issue a NOTAM.

3.3.3 Operator Provided Services and Facilities

Unicom Frequency: 122.8 mhz

3.4 AIRSIDE SERVICES PROVIDED BY TRANSPORT CANADA AVIATION

3.4.1 Air Traffic Services

RCO through Penticton FSS 125.85 mhz

Flight planning and weather services are available through Nav Canada Flight Information Centre in Kamloops, BC. 1-866-992-7433

3.4.2 Aeronautical Information Services

Changes in Aeronautical Information or status of facilities and services must be report to:

Air Navigation System Requirements
Transport Canada Aviation
620 - 800 Burrard Street Fax: 604-666-1175
Vancouver, BC
V6Z 2J8

To the attention of either:

(a) Aerodrome Standards & Certification Telephone: 604-666-5536

For changes affecting the Airport Operations Manual

OR

(b) AIS Officer Telephone: 604-666-5530

All other changes to Aeronautical information

NOTAMs may be required under certain operational conditions. Refer to Appendix A for detailed instructions.

3.4.3 Aviation Weather Services

Weather available through Kamloops Flight Information Centre
1-866-992-7433

3.4.4 Runway Traction Measurement

None.

OLIVER AIRPORT

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PART IV

ANCILLORY ACTIVITIES

PART IV – ANCILLORY ACTIVITIES

4.1 VEHICLE ACCESS

4.1.1 Maneuvering areas – Terminal, ramp and ancillary taxiways to access hangars.

4.1.2 Vehicle Operations – Only authorized vehicles as per Section 3.2.3 .(a)

4.1.3 Restricted Access Areas – All other than Terminal, ramp, hangars & drop zones.

4.1.4 Authorized Vehicles – Tenants and authorized employees, Town crew, Forage Contractor and those authorized by the APM.

4.1.5 Equipment Requirements – all equipment required to maintain and service the airport.

4.2 AIRCRAFT PARKING

4.2.1 Areas – tenant lease areas, main ramp and designated grass tie-down area.

4.2.2 Time Limit – no time limit

4.2.3 Fees etc – Bylaw 1345.

4.3 SNOW REMOVAL

4.3.1 Methodology: Town snow removal equipment and crews

4.3.2 Priority: Level 4 after all emergency services, major arteries and streets, unless required by emergency Medevac

4.4 SECURITY

4.4.1 Fence & Gates

All fences and gates will be maintained by Town Public Works. All gates on the airport have combination locks with the same number which is distributed to RCMP and the Oliver Fire Department. Tenant gate usage is the Tenant responsibility as is the airport security from that gate. The main gate will be opened by the first person arriving and closed at the end of day by the last person leaving. If any doubt as to being the last person leaving, close and lock the gate.

4.4.2 User Responsibility

All Tenants, hangar owners and aircraft owners and operators are responsible for the security of the airport and the safe, secure operation of the gates, pursuant to Section 4.4.1.

4.5 IRRIGATION

The irrigation of the forage area is the responsibility of Town Public Works and the Forage Contractor. The spray area and timing should be that no areas around or near aircraft maneuvering or parking areas be accomplished during daytime hours if possible. Care should be taken to avert any overspray from hitting parked aircraft, including consideration for wind. Any repairs to the irrigation equipment in proximity to the runway, taxiway or ramp must be completed immediately and not left overnight. Appropriate safety markers must be used and any holes filled in prior to staff leaving the scene.

4.6 FORAGE CONTRACT

The forage under irrigation is under contract to the Forage Contractor and it is his responsibility to maintain airport security while performing his contract. He will be required to have appropriate flashing amber lights atop his equipment and to train his personnel in the proper operation on the airport. Care will be taken while operating adjacent runway, taxiways and ramp areas, with awareness of aircraft movements and give all aircraft the Right of Way. Access is by way of the centre-south gate, and stacking will be in an area as determined in consult with the APM. All airport users and tenants are to respect the operations of the contractor, and use their best efforts to avoid any unnecessary interference with his operations and crop, so long as safety is not compromised.

4.7 WILDLIFE

The airport has a quality fence around its perimeter which has prevented wildlife of a larger nature from accessing the airport environment. Vigilance is still required by all to be aware of, and report any infringement by larger animals.
Birds are a major concern at any airport and the Oliver Airport has an abundance of Canada Geese. The forage program enhances the habitat for geese and pilots are to be aware of the potential danger from bird strikes. There is an active plan in place for selected hunters, under license; to assist is reducing the goose population.

4.8 AIR CADET GLIDING PROGRAM

The Air Cadet Gliding Program operates out of the Oliver Airport utilizing a tug airplane and two gliders. The main base is located at the Cadet Bighorn 232 Squadron on the east side of the field, and operations often utilize the South Okanagan Flying Club building. The ACGP are required to have operating radios in each aircraft, to monitor the Unicom frequency and declare their movements and intentions. Airport circuit procedures are to be used at all times with vigilance when powered aircraft are in the maneuvering area. Gliders have the right-of-way and all powered aircraft will observe that right-of-way, however the gliders are to ensure that their positions are reported.

4.9 TENANT RESPONSIBILITIES

All tenants and hangar owners are responsible for the articles in their respective lease agreements. Further, all airport users, tenants and hangar owners are responsible for the upkeep and cleanliness of their hangar areas, especially weeds and overgrowth. No derelict parts or pieces, junk or unsightly material/s are to be left in or around hangars, especially in noticeable areas. The area between hangar rows that is out of site of the public may be used on a temporary basis for storage until a more suitable location can be found. Any offending party will be given written notice to correct unsightly premises within 30 days. No parking or storage of A/C, vehicles, other than on designated parking, storage, or lease areas.

4.10 SKYDIVING OPERATIONS

There is a skydiving operation on the field that operates from spring to fall continuous. Pilots are to be aware of these operations and the drop zone when active and yield to the skydivers. Radio communication will be the responsibility of both the skydive operation and other pilots.

AIRPORT OPERATIONS MANUAL - GLOSSARY

AAC	Airport Advisory Committee
AIM	Aeronautical Information Manual
AIS	Aeronautical Information Service
AOM	Airport Operations Manual
APM	Airport Manager
ASDA	Accelerate Stop Distance Available
ATC	Air Traffic Control
CAP	Canada Air Pilot
CFS	Canada Flight Supplement
FIC	Flight Information Centre
FOD	Foreign Object Damage
FSS	Flight Service Station
IFQ	Instrument Flight Rules
LDA	Landing Distance Available
NOTAM	Notice to Airmen
RCO	Remote Communication Outlet
TC	Transport Canada
TORA	Take Off Run Available
TODA	Take Off Distance Available
VFR	Visual Flight Rules

OLIVER AIRPORT

AIRPORT OPERATIONS MANUAL

APPENDICES

APPENDIX A – NOTAM

Introduction

NOTAM's are issued in accordance with Transport Canada's Canadian *NOTAM Procedures Manual (TP973E).* This section is intended to provide an overview of the process described in that manual.

NOTAM means a ***Not*ice to *Air*men**, containing information about changes to facilities, services, procedures, hazards, etc., and of which timely knowledge is essential to personnel concerned with flight operations. NOTAM distribution is through the Transport Canada data network to provide current information to flight crews.

Transport Canada's Flight Service Stations are the focal points for issuing NOTAM's, using standardized format and language.

General Criteria

In accordance with TP 973E, a NOTAM should be issued between 5 and 48 hours in advance of the change requiring NOTAM issue. Where there is less than 5 hours advance notice, the Flight Service Stations concerned will broadcast the NOTAM immediately on appropriate air/ground radio frequencies.

A NOTAM is required for any change in the published information about the airport and/or its operating capabilities, such as:

- The establishment or withdrawal of electronic and other aids to air navigation and aerodromes;
- Changes in frequency, identification, orientation and location of electronic aids to air navigation;
- Interruptions in service or unreliability, and the return to normal operation of enroute and terminal aids to air navigation;
- The establishment, withdrawal or significant changes to designated airspace or traffic procedure and services;
- Significant changes in the serviceability of runways and associated approach or runway lighting systems that could restrict aircraft operations;
- The presence or removal of obstructions which are considered to be hazardous to aircraft navigation. Hazardous obstructions are defined in TP 382E, *Standards Obstruction Markings,* Chapter 2, General Criteria;
- Military exercises or maneuvers and airspace reservations;

NOTAM, Procedures

- The establishment, discontinuance or change in status of Alert, Danger, Restricted or Military Flying Areas. (The broadcast of the discontinuance of an area would normally be made for only 1 hour);

- Communication failures where no satisfactory alternate frequency is available. (Note; Emergency and Mandatory Frequencies (MF) where no back up or emergency transceiver is available must be issued as a NOTAM);

- Inaccuracies or omissions in publications that might endanger aircraft operations;

- Failure of measuring and/or indicating systems needed to supply current information on altimeter settings, surface wind, runway visual range and cloud height for the pilot about to land/take0off. Where alternatives are available for obtaining readings, NOTAMs are not required.

Information on private navaids will also be issued as a NOTAM upon advice for the owner/operator of an unserviceability.

NOTAM, How to issue

When a NOTAM is required, or if there is any uncertainty about the need for a NOTAM, contact the Kamloops Flight Center 1-888-992-7433

The Flight Service Station Specialist will require the following precise information;

- The name of the Airport

- The facility or service to be affected

- The nature of the change and time change will occur

- The time at which the change will return to normal (if the change is temporary)

Transport Canada's Aeronautical Information Officer is also available to assist in issuing NOTAMs;

AIS Officer
Air Navigation System Requirements
Suite 620 – 800 Burrand Street
Vancouver, BC V6Z 2J8

Telephone: 604-666-5530

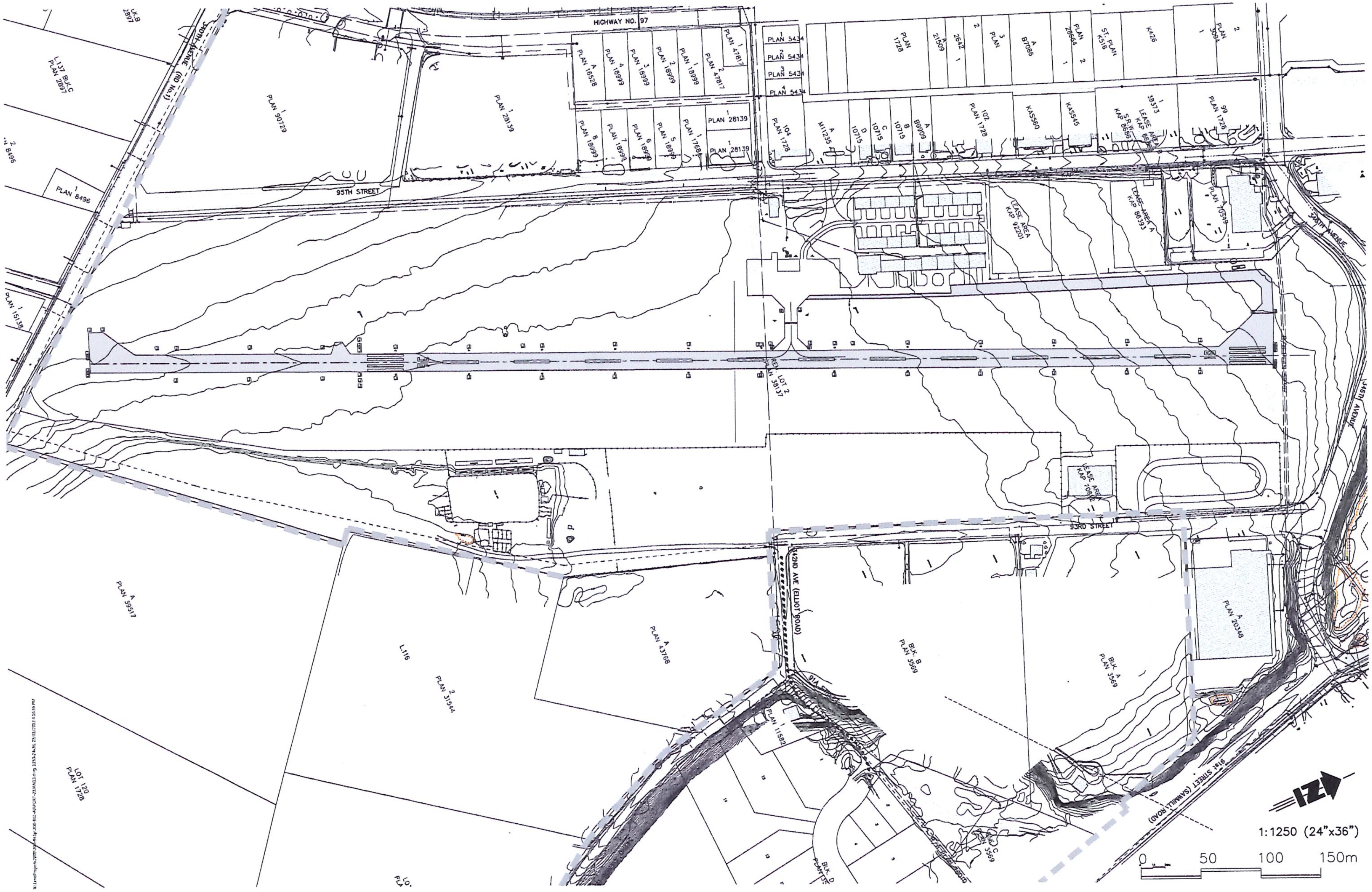
Fax: 604-666-1175

Persons Authorized – The Airport Manager/Municipal Manager or his/her designate is authorized to issue NOTAM's.

APPENDIX B – INDIVIDUAL HANGAR OWNERS

Lannon, Walter	250-498-8387	wlannon@shaw.ca
Brown, Neil	780-913-4863	
Covert, Di	250-498-3342	covertmothership@gmail.com
Dumoret, Paul	250-535-0395	3bar@telus.net
Hyworon, Dale	250-498-8840	
Seder, Vic	250-498-4570	vseder@hytekmechanical.com
Beaulieu, Mike	250-485-0130	mike@pilotshop.ca
Sinclair/Franklin, Doug	250-535-2535	
Seder/Hamilton	250-498-4570	vseder@hytekmechanical.com
Nissen, Nick	250-485-0024	nicniss@telus.net
Kennedy, Tim	780-931-1869	riobison@telusplanet.net

APPENDIX C – AIRPORT DIAGRAMS


HIGHWAY NO. 97
95TH STREET
93RD STREET
242ND AVE (ELLIOT ROAD)
91st STREET (SAWMILL ROAD)
LEASE AREA KAP 92201
LEASE AREA A KAP 86393
LEASE AREA KAP 70612
PLAN 90729
PLAN 28139
PLAN 8496
PLAN 39517
PLAN 31544
PLAN 43768
BLK. B PLAN 3569
BLK. A PLAN 3569
A PLAN 20348
PLAN 11582
LOT 120 PLAN 1728
L116
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0 50 100 150m