



# PENTICTON AIRPORT

## Construction Contractor Briefing Guide



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## 1.0 OVERVIEW

### 1.1. Purpose

Welcome to the Penticton Airport - CYYF. We recognize that performing work in a multifaceted environment like YYF can be daunting, so we've prepared this Contractor Briefing Guide to help construction contractors through the process. Within this Guide, you will find a general overview of construction contractor requirements, policies and procedures. While it highlights useful information, this Guide is not intended to be exhaustive and should be considered in conjunction with other information and direction provided by YYF personnel. In addition, throughout this Guide, we will direct you to links and resources where you can find more detail about each topic.

YYF is quickly expanding to meet rising demand and we want to ensure that it's as easy as possible for all contractors to complete contracted work at our growing airport. All contractors performing at YYF should be aware of the requirements and information presented in this Guide.

### Disclaimer

The intent of this Guide is to provide general information regarding the Penticton Regional Airports best practices to assist contractors who are working at YYF. This Guide is not legally binding and will not amend or replace a contractor's duties as set out in any applicable contract or under applicable laws.

Compliance with this document will not relieve a contractor from any responsibility or liability arising from its own actions or omissions. This Guide may be modified at any time.

### 1.2 About Penticton Regional Airport - YYF

The Penticton Airport (IATA: YYF, ICAO: CYYF), is located 1.8 nautical miles (3.3 km; 2.1 mi) southwest of Penticton, British Columbia, a city in the Okanagan region of Canada. It is owned and operated by Transport Canada, serving the South Okanagan, Similkameen and West Kootenay areas.

The coordinates for the airport are Latitude N49° 27' 45", Longitude W119° 36' 08", and the airport is at 339.55m elevation. The airport is owned and operated by Transport Canada and is managed by the Penticton Airport Manager.

It has one 6,000 ft x 149 ft (1,828.71 m x 45.4 m) Runway 16-34. The airport is a point of entry for international flights on occasion, with Canada Border Services Agency providing service on airport grounds.

The airport is located on the traditional territory of the Penticton Indian Band and is within the city limits of City of Penticton, with the wider airport area also being located within the Regional District of Okanagan Similkameen. The airport is walking distance to Skaha Lake beach, and it has seen two accidents and incidents throughout its history.

The airport has on average, three to six daily scheduled inbound and outbound flights that operate to and from Vancouver, BC and Calgary, AB. WestJet Encore, and Pacific Coastal are the primary air



operators that service the Penticton Airport.

Current land use activities on-site include aviation, administration, retail, commercial operations, fuel storage areas, airport maintenance and technical support operations. Specifically, the airport has a NAV CANADA Flight Service Station (FSS), car rental vendors, BC Wildfire Service and Air Tanker bases, Helicopter and Fixed Wing Flight Training Schools, the Penticton Flying Club, Administrative Buildings and other tenants and stakeholders. Outdoor car parking is available near the Airport Terminal Building.

## 2.0 HIGHLIGHTS

In this document, you will find information from a range of YYF departments that provide oversight and support to large and small construction projects within the Penticton Regional Airports jurisdiction. While each department has its own mandate, all departments work together to ensure construction projects are executed efficiently and in compliance with relevant procedures, policies and regulations.

Safety, security, operational efficiency and environmental responsibility are of primary importance to the airport; therefore, there are a number of special requirements relating to construction at YYF. The following list outlines key highlights from this guide for new or existing construction contractors:

1. YYF operates in a complex environment, with many distinct but coordinated jurisdictions. Each stakeholder, including construction contractors, has roles and responsibilities for maintaining high standards of safety, security, operations, environment and passenger and tenant experience.
2. YYF values excellence in environmental management. Construction contractors should recognize the unique environmental landscape at YYF and understand the environmental and sustainability requirements.
3. Safety is one of YYF's top priorities. To meet and exceed safety objectives, YYF has developed the Construction Contractor Briefing Guide, a mandatory program that all contractors are required to learn, plan for and comply with when carrying out work activities onsite.
4. Operating 7 days a week and 365 days a year during daylight hours, YYF's priority is the safe operation of the airport. Operational challenges fluctuate day-to-day, and these can impact construction contractors' access, timelines and execution. Construction contractors should be aware of this reality and maintain a flexible approach while working at YYF and be prepared to adapt to new directives from YYF's operational personnel.
5. Construction contractors should plan ahead to manage change and construction risk. It's important to develop robust operational plans and work closely with the Project Manager to understand applicable requirements, permits and special restrictions related to a project.
6. There are unique security requirements to facilitate access to different areas at YYF, whether it's airside, groundside, inside the terminal or other areas of the airport. Construction contractors should ensure they are properly briefed on the security requirements at YYF.



7. Security escorts are required for construction contractors and personnel working in restricted areas. This key service ensures that industry-leading standards of safety are monitored and maintained for all personnel working in restricted areas at YYF.
8. There are a number of different stakeholders passing through, operating and working at YYF. Construction contractors should be prepared to work collaboratively with multiple YYF departments, transportation authorities and other stakeholders. This will help facilitate efficient, safe and successful completion of construction projects.

### 3.0 PROJECT MANAGEMENT

#### 3.1 Project Manager

A Public Services and Procurement Canada (PSPC) Project Manager is assigned to each construction project to act as the main point of contact for construction contractors. The PSPC Project Manager is responsible for the overall management of the project and will help you navigate the approval, permitting and operations processes to ensure successful project completion.

The PSPC Project Manager will monitor the project during all stages and activities and provide information to the construction contractor regarding requirements, policies and procedures in parallel with other YYF and Transport Canada departments. They will also liaise with other YYF personnel, as needed, and are available to answer questions and provide information throughout the project lifecycle.

#### 3.2 PCO

A Plan of Construction Operations (PCO) will be developed prior to any construction activities to limit impact on aircraft operations and passenger services during the construction project. This PCO is submitted to Transport Canada Civil Aviation for review and approval and is the master document for each new project.

Work under this PCO includes but is not limited to the area of planned construction, any relocation of existing airfield elements including signage and lights, installation of new airfield equipment, any work requiring the use of Cranes and any work requiring Excavation. The construction dates must be outlined in the PCO and with other construction particulars.

**This Guide is not meant to replace the PCO or remove any specific requirements from it.**

### 4.0 OPERATIONAL CONSIDERATIONS

There are unique operational requirements for construction work performed at YYF whether it's airside, groundside, inside the terminal or inside the baggage halls. Construction contractors should be aware of the areas impacted by their construction project and consult with the PSPC Project Manager to ensure the appropriate stakeholders are involved in the planning and construction process.

Operating 7 days a week and 365 days a year during daylight hours, YYF's priority is the safe operation of the airport. Consequently, construction projects may be required to make



accommodations to allow for the airport to remain operationally efficient. It's helpful to understand, in advance, that operational challenges fluctuate day- to-day, and these can impact construction contractors' access, timelines and execution.

Construction contractors should plan for flexibility within their construction work plan to accommodate operational priorities.

#### **4.1 Working Airside**

Airfield Maintenance & Security Operations is responsible for ensuring the safety and security of Airport Operations at YYF in accordance with Transport Canada regulations and NAV CANADA requirements. The Airport, NAV CANADA, Transport Canada, Airside Escorts and Construction Contractors each have roles and responsibilities towards the successful completion of airside projects.

Contractors working airside require Airside Operations and YYF Aviation Security approval as well as relevant construction and electrical lockout permits. Airside Security Escorts are also required when accessing the airfield, as well as the appropriate security passes.

#### **4.2 Working in the Terminal**

Coordination with the Airport Tenants and stakeholders is required to ensure that construction work performed within the terminal does not adversely affect passenger or tenant operations.

Many areas inside the terminal buildings are restricted from public access. Contractors working beyond the Primary Security Line (PSL) of the airport require security passes, escorts and instruction prior to entering during active screening hours for commercial operations.

##### **Lockouts**

Lockouts to utilities and life safety devices may be required during construction and need to be managed with careful consideration. Work requiring the shutting down of portions of the airport systems, including electrical, HVAC, sewer or water, must be approved through the established lockout protocol, which includes working with the Project Manager for appropriate timing and mitigation. Contractors should ensure they are briefed on the application timeline and restrictions related to lockouts.

##### **Other Considerations**

Construction work inside the terminals that could adversely affect normal operations due to noise, odor, area closures, system shutdowns or similar situations will generally have to be reviewed and approved by the Project Manager.

Similar to working airside, special documentation and approval may be required for some construction activities, such as access to tenant space. Other activities such as hoarding, housekeeping, curbside deliveries, laydown areas or cleaning services also have unique requirements



and should be reviewed and approved by the Project Manager.

#### 4.3 Working in Baggage Halls

Construction work inside or near baggage halls also requires special consideration. Construction contractors should be aware of the busy operational environment and understand that they have to work in parallel with other stakeholders in baggage halls.

Before construction can commence in any baggage hall, the Project Manager, in collaboration with the construction contractor, will seek authorization in advance for any work in these areas.

### 5.0 SECURITY AND ACCESS

At YYF regulations require that all personnel entering restricted areas, including contractors, have the appropriate security arrangements and adhere to procedures in place to prevent or reduce unlawful interference with civil aviation and applicable Transport Canada security regulations.

Understanding the applicable security and access requirements is one of the key components of working with the Airport. When required applying for access to restricted areas as early as possible can help mitigate potential project delays and allow for more efficient access for construction contractors.

It is also important to note that every construction project is unique and involves different access requirements. Depending on the scope of the construction project, having a robust operation plan, with relevant details and requirements, can help ensure that construction contractors are provided access in a timely manner. The more complete your operational and security plans are, the better we can meet and anticipate your requirements for access.

#### 5.1 Access to Restricted Areas

For access to restricted areas, there are two options for construction contractors: Restricted Area Pass or Visitor's Passes. Construction contractors should work closely with the Project Manager and YYF's Airport Security Team to determine the most suitable combination of access options to apply for based on the scope of the construction project.

##### **Restricted Area PASS (RAP)**

A permanent pass, called a Restricted Area Pass (RAP), permits the holder to proceed unescorted into the restricted area while performing work-related activities. Select contractor personnel may be eligible to apply for a RAP.

Eligible construction contractors may apply for a RAP by completing the necessary documents and processes as prescribed by the Airport Security Team. The contractor personnel must complete a handful of applications and requirements prior to submitting documents to the Airport Security Team.

As noted above, applying for access in advance of the start of construction can improve efficiency and reduce access-related project delays. To better understand the RAP application process, including whether your personnel are eligible, please consult the PWGSC Project Manager.



## Visitor Passes

Visitor Passes are temporary passes, signed out to an individual requiring access to Restricted Areas but have not completed the necessary requirements to hold a Restricted Area Pass. Visitor Passes are to be returned each day and are typically used for short term access.

A Visitor Pass holder must be under the direct supervision of a permanent RAP holder at all times and must present valid government photo identification when acquiring their pass. There are restrictions associated with temporary block passes, including maximum allowable ratios for RAP holders escorting non- RAP holders, therefore construction contractors should be aware, and plan for these requirements.

### 5.2 CATSA Screening Facilities

The Canadian Air Transport Security Authority (CATSA) operates a screening facility at YYF to facilitate access to the Sterile Area. Entry and re-entry of construction contractors working in the Sterile Area are subject to CATSA screening upon entry to the Restricted Area during all hours of commercial operations.

Subject to the time of day and construction work scheduled, lineups for the CATSA facility can fluctuate. Construction contractors should ensure their employees and subcontractors are aware of potential delays associated with the CATSA screening process.

### 5.3 Airside/Terminal Escort Service

A unique requirement for construction contractors at YYF is that construction contractors must have security escorts for all workers requiring access to secured, restricted areas. This key Escort is mandated by Transport Canada and helps ensure that industry-leading standards of safety and security are monitored and maintained for all personnel working in restricted areas at YYF.

The PWGSC Project Manager will work with the contractor to determine the number and type of escorts required to facilitate the contractor's work plan.

Throughout construction, requests and approvals for Security Escorts will be facilitated by the Airport. Construction contractors should work with the PWGSC Project Manager to familiarize themselves with the Security Escort process required for construction projects.

## 6.0 HEALTH AND SAFETY

### 6.1 About

Safety is YYF's top priority. The Penticton Regional Airport recognizes that effective safety management is essential to minimize the potential for personal injury, property or environmental damage and daily operational impacts relating to contractor activities.

The contractor is responsible for ensuring that compulsory work standards are reviewed and complied with.





These standards represent the minimum requirements implemented throughout our contracts and projects and are intended to meet or exceed general industry standards and regulatory requirements.

Health and safety concerns can be reported through <https://yyf.vortexcms.com/safety-concern>

## 6.2 Mandatory Contractor Site Orientation

As part of the contractor orientation all contractors and sub-trades working for YYF must complete a site orientation before work commences on site. There are two types of orientation: one for contractor managers and supervisors to understand the site's components and our expectations and one for all other contractor personnel to understand basic health and safety requirements.

Managers and Supervisors will be required to participate in the site orientation as well complete the Airport Security Awareness Program which includes the following:

- Detailed site orientation.
- YYF Security awareness training

## 6.3 Site Orientation Resources

All relevant information can be accessed online at the YYF online portal under *Contractor Briefing section* - <https://yyf.vortexcms.com/portal>

## 7.0 ENVIRONMENT

Environmental protection and improving ecosystem health are priorities for YYF. The airport is located near the Penticton Oxbows as well as the Lake Okanagan and Skaha Lake Channel which contribute significant natural resources to the region.

Transport Canada's Environment department is responsible for ensuring that the Airport upholds their commitments to be environmentally responsible and remains in compliance with applicable Federal environmental law and regulation. Accordingly, all environmental standards, policies and procedures apply to construction contractors.

Any environmental spills or concerns must be reported immediately to the Airport Manager.

## 8.0 INSPECTIONS

Following the completion of work the Airport is required to perform a Return to Service Inspection of any area in which construction activities took place.



The Return to Service Inspection is the primary method of proactively maintaining a safe operating environment on the airfield and associated aircraft maneuvering areas. The program involves daily inspections upon completion of construction activities of all aviation assets for function and condition, and the identification of any hazard to aircraft operations.

This inspection includes all Airside inspections include all runways, taxiways, aprons, and infield areas as well as any groundside areas where a hazard to public safety is present.

All Airside inspections are completed using the AIM (Airfield Information Management) software within the Inspection Vehicle. Any deficiencies noted within the AIM software are forwarded to the Vortex Software where a Work Order is created to complete any corrective action required.

## 9.0 EMERGENCY PROCEDURES

The Airport has a comprehensive Airport Operations Emergency Response Plan (ERP). The most recent copy of the ERP is located on the YYF Vortex portal - <https://yyf.vortexcms.com/portal>.

The Incident Command System employed at the Airport utilizes a Unified Command structure, chain of command and communication protocols.

Any Airport Emergency is reported via 911 emergency telephone service under the following major categories:

- Aircraft Related
- Non-Aircraft Related
- Medical Emergency
- Security Related Emergency

All staff working airside **MUST** follow the direction of the On Scene Controller during a declared emergency event.



## 10.0 CONTACTS

**AIRPORT ADDRESS:** #109-3000 Airport Road, Penticton, BC V2A 8X1  
Maintenance Shop: 2800 Airport Road, Penticton, BC V2A 8X1  
Website: <https://yyf.penticton.ca/>

### **RCMP**

Emergency 911  
Non-emergency 250-492-4300

### **AMBULANCE**

Emergency 911  
Non-emergency 250-493-2108

### **FIRE HALL**

Emergency 911  
Non-emergency 250-490-2300

### **PENTICTON REGIONAL HOSPITAL**

General Line 250-490-4000

### **AIRPORT MANAGER**

Office 250-770-4414  
Cell 250-809-4596

### **AIRPORT SECURITY/PARKING**

Office 250-770-4417 (BC Commissionaires)

### **AIRPORT OPERATIONS/MAINTENANCE**

Office 250-770-4425  
Maintenance Operations Duty Phone 250-809-6694  
Maintenance Supervisor 604-353-0379



## Appendix A – YYF Main Airport Map



