Process - No Tower Light Reading

- Record problem on the KTS Log.

- Call police/sheriff in the town where the tower is located
  Vinton Police: 472-2321
  Jones County Sheriff: 319-462-4371
  Cedar County Sheriff: 563-886-2121
  Williamsburg Police: 319-668-1004

- Request police or sheriff to visually check tower lights.
- Wait for call back
- If the lights are working record they are working on the KTS log, but no reading.

- Notify FAA if tower lights are not working.

- The following information is needed before calling the FAA. All tower information is located in the red binder in Master Control.
  Tower registration number
  Tower issue
  Your name
  Your title
  Phone Number
  Kirkwood Community College address
- Locate the specific tower information for the tower with issues
- Call the FAA: 1-800-458-4434
- Give information to the FAA
- Record the name, initials, and location of the FAA representative.
- Document the above information on the KTS log and including date and time.
- After lights are repaired, notify the FAA of the repair.
- Repaired need to be made within 15 days or an extension from the FAA needs requesting.