

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.