Local Procedures Brief - Chicago Executive Airport (PWK)
Aircraft AMO: Maj. David Gillingham (708) 494-9350
dgillingham@ilwg.cap.gov

Aircraft Location

1. The aircraft is at Hangar 5, 1115 S Wolf Rd, Wheeling IL 60090.
2. Vehicle gate access is by Bluetooth mobile phone app, or photo ID card.
    a. All new applications will be Photo ID only. Requires registration with the airport operations manager. Contact AMO above for application and process.
3. Vehicle permits are no longer required.
4. The hangar lobby door code is 43512.
5. Aircraft key is in a key safe attached to the front pillar of the south bay of Hangar 5. The code is 1943.
    a. The airplane is parked near the key safe and should be parked in the same spot on return.
6. Supplies are kept in the locker room at the rear of the middle bay of Hangar 5.
7. The tan cabinet on the outside wall contains oil, oil filters, cameras, auxiliary power supply, headsets and miscellaneous items. Padlock code is 903
8. The black cabinet on the opposite wall contains aircraft cleaning supplies. Code is 903.

Aircraft Access and Services

9. Operational management of Hangar 5 will be by FlyWaterloo, a Hangar 5 based flight school.
    a. See flywaterloo.com/hangarpwk for their operations plan, procedures, and times of service.
    b. Hangar service phone number is: 847-495-2086.

FUEL:

10. CAP pilots should plan on fueling at Signature at the end of the sortie and taxing to Hangar 5.
    a. No additional sortie will be required for this procedure.
    b. Signature requests a 15–20-minute notice of arrival for fuel.
        i. Call on129.95 when inbound and enter the ramp from the south and part on south side of ramp.
11. Signature has the CAP EFS card and CAP tax exempt papers on file.
    a. If any issues arise regarding the credit card or our tax-exempt status, ask to speak to Pam Kavanaugh, Assistant General Manager
12. Alternatively, consider fueling at another airport, if operations permit, and returning to PWK with 64 gallons remaining.

PULL:

13. Waterloo will provide limited pull support for Hangar 5.
    a. See flywaterloo.com/hangarpwk. An informative video exists on their website that explains procedures.
    b. Waterloo requires a 4-hour advance notification for pull out requests.
14. CAP pilots normally will pull and return aircraft to Hangar 5. A long tow bar is provided. The tow bar will be in the baggage compartment of the assigned aircraft. The tow bar is to remain at KPWK when the assigned aircraft is moved to another location.
15. CAP pilots may use Waterloo services to pull and return aircraft if they feel unable to do so safely. Observe Waterloo protocols and times to assure the aircraft is secure in the hangar.
16. Please notify Waterloo when you intend pulling the aircraft, even if you are self-pulling. If self-pulling, notify them and in the remarks note, self-pull and the Pilot's name. They will ensure there is no aircraft blocking us.
17. Instructions on opening and closing the Hangar 5, south bay, door have been circulated to pilots by email and are included in the AIF, Tab 7 and are in attachment 1 of this document.
18. All pilots must ascertain if they are the last flight of the day and assure that the aircraft is secure in Hangar 5 personally or by Waterloo staff.

ATC and PWK Information

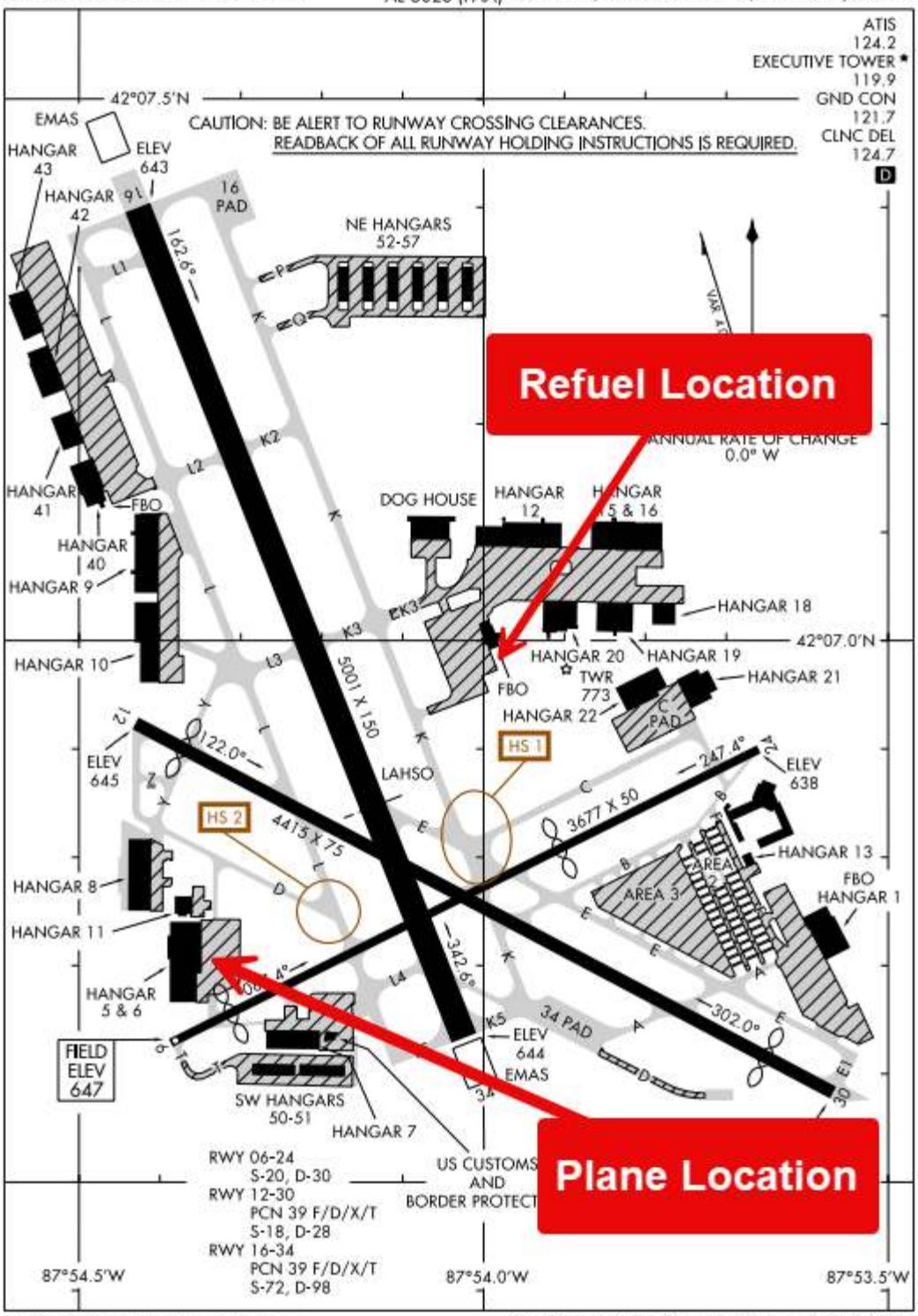
19. ATIS: 124.2 ASOS: (847) 465-0291
20. EXECUTIVE TOWER: 119.9 0600-2200L MON-FRI & 0700-2200L SAT-SUN.
    a. When the tower is closed 119.9 is CTAF.
    b. Don’t call them “Palwaukee”.
21. DEPARTURE: Contact Ground on 121.7 for taxi. You are “At Hangar 5”
22. Executive Clearance Delivery is 124.7. Also (847) 289-0927. When the tower is closed, Chicago Approach.
23. O’Hare Surface Class Bravo is just south of PWK and Class Bravo overlays the airport with various altitudes.
    a. Always maintain situational awareness.
    b. Maximum recommended altitude for NW departures is 2300MSL until the 3000MSL shelf.
24. RWY 16 northwest departures remain west of the railroad tracks to clear the RWY16 approach corridor. RWY34 northwest departures sidestep west of railroad tracks. North departures may be vectored to the lakefront.
25. Do not cross the RWY16 approach corridor south of the Northbrook VOR unless ATC puts you there.

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AIRPORT DIAGRAM

CHICAGO EXEC (PWK)

AL-5028 (FAA) CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS



AIRPORT DIAGRAM

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CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS

CHICAGO EXEC (PWK)

EC-3, 15 MAY 2025 to 12 JUN 2025