

**SALT LAKE CITY TERMINAL RADAR APPROACH CONTROL (TRACON)
AND HILL AIR TRAFFIC CONTROL TOWER (TOWER)
LETTER OF AGREEMENT**

Effective: 13 July 2003

SUBJECT: INTERFACILITY COORDINATION PROCEDURES

PURPOSE: This letter of agreement (LOA) establishes procedures for the handling of air traffic between Salt Lake City TRACON and Hill TOWER facilities at Hill Field.

CANCELLATION: All previous LOAs are cancelled.

SCOPE: The procedures herein are for use in the conduct of air traffic control at Hill-Hinckley Airport and associated surface area, and are supplemental to [FAA Order 7110.65](#) and VATSIM/VATUSA policies/procedures.

1. **RESPONSIBILITIES:**

- a. TRACON shall provide approach control service at Hill Field.
- b. TOWER shall provide airport traffic control service at Hill Field and within the associated surface area.

2. **PROCEDURES:** Unless otherwise coordinated, the following procedures shall apply:

a. General Procedures:

- i. TOWER shall advise TRACON of the active runway, i.e. "landing runway one four."

b. Arrival Procedures:

i. TRACON shall:

- 1. Pass arrival information to TOWER at least 10 minutes before an IFR arriving aircraft is estimated at the airport, indicating at least arrival runway(s) and order of arrivals. Additional information may include type of approach and aircraft's time estimate to arrive at the airport.
- 2. Pass revisions on arrival aircraft when the revision changes the sequence of arrivals and the arrival runway. Optional revision information to be passed may include when arrival time differs more than 5 minutes before or 10 minutes after the initial estimate or when the type of approach is altered.
- 3. Instruct aircraft to contact TOWER at least 10 nautical miles (NM) from the airport. If the controller is unable to transfer communications due to conflicting traffic, the aircraft shall be issued communications transfer as soon as possible, but at least 5 NM from the airport. TRACON shall coordinate late communication transfers in advance.
- 4. Drop track on arriving aircraft once aircraft are provided communications transfers to TOWER.

ii. TOWER may:

- 1. Clear an aircraft executing an instrument approach for a visual approach without further coordination with TRACON provided:

- a. The aircraft is within 15 NM of the airport;
 - b. Visual separation can be provided between the aircraft and any IFR departure that has been released.
- c. Departure Procedures:
- i. TOWER shall:
 - 1. Request release from TRACON on all IFR traffic and any VFR traffic intending to transit Class Bravo airspace.
 - 2. Unless otherwise specified, advise IFR departures to "expect (filed altitude/flight level) one zero minutes after departure" if assigned altitude is other than filed altitude.
 - 3. Instruct IFR departures or VFR aircraft transiting Class Bravo airspace to "contact Salt Lake Departure" when no longer needed for separation purposes.
 - 4. Instruct airborne aircraft requesting IFR clearance to "contact Salt Lake Approach for clearance."
 - ii. TRACON shall:
 - 1. Issue a release on all aircraft to an altitude and route that provides both terrain and obstacle clearance:
 - a. Under IMC, via a graphical departure procedure (DEVLN, FREMONT, ILONN, WILLARD).
 - b. Under VMC:
 - i. Via a graphical departure procedure, or;
 - ii. Fly heading 255° climbing to at least 6000 feet MSL.
- d. Other Operations:
- i. Special VFR (SVFR): TOWER may authorize SVFR operations within the lateral boundary of airport surface area. TOWER shall:
 - 1. Coordinate with TRACON for the release of airspace prior to authorizing SVFR operations and for returning the airspace after the aircraft lands or reports leaving the surface area.
 - 2. Suspend SVFR operations from 10 minutes prior to the estimate time of arrival of an IFR aircraft until the aircraft lands.
 - 3. Suspend SVFR operations from the time an IFR aircraft departs until TRACON grants approval to resume operations.
 - ii. Practice approaches: TOWER may not authorize practice instrument approaches without first coordinating with TRACON.