

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

Effective: 19 August 2005

SUBJECT: INTERFACILITY COORDINATION PROCEDURES

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

CANCELLATION: All previous LOAs are cancelled.

SCOPE: The procedures herein are for use in the conduct of air traffic control at Provo Airport and associated surface area, and are supplemental to FAA Order 7110.65 and VATSIM/VATUSA policies/procedures.

RESPONSIBILITIES:

1. TRACON shall provide approach control service at Provo Airport.
2. TOWER shall provide airport traffic control service at Provo Airport and within the associated surface area.

PROCEDURES: Unless otherwise coordinated, the following procedures shall apply:

3. General Procedures:

- a. TOWER shall advise TRACON of the active runway(s), i.e. "landing runway one three" or "landing runways one eight and one three."

4. Arrival Procedures:

a. TRACON shall:

- i. 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.
- ii. 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.
- iii. 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.
- iv. Drop track on arriving aircraft once aircraft are provided communications transfers to TOWER.

b. TOWER may:

- i. Clear an aircraft executing an instrument approach for a visual approach without further coordination with TRACON provided:
 1. The aircraft is within 15 NM of the airport;
 2. Visual separation can be provided between the aircraft and any IFR departure that has been released.

5. Departure Procedures:

a. TOWER shall:

- i. Request release from TRACON on all IFR traffic.
- ii. Unless otherwise coordinated, TOWER shall clear IFR traffic via the PROVO 2 Departure, FAIRFIELD Transition (PVU2.FFU) climbing to 9,000 MSL.
- iii. Advise IFR departures to "expect (filed altitude/flight level) one zero minutes after departure" if assigned altitude is other than filed altitude.
- iv. Instruct airborne or departing aircraft leaving Spanish Fork-Springville Airport (U77) requesting IFR clearance to "Contact Salt Lake Approach for IFR clearance."
- v. Tower may indicate to VFR traffic "frequency change approved" when aircraft is no longer needed for separation purposes.

b. TRACON shall:

- i. Issue a release on all aircraft in a timely manner.
- ii. Release aircraft to the highest available pilot-requested altitude, traffic permitting.