

**SALT LAKE CITY AIR ROUTE TRAFFIC CONTROL CENTER (ARTCC)
BOZEMAN AIR TRAFFIC CONTROL TOWER (ATCT),
ELKO AIR TRAFFIC CONTROL TOWER (ATCT),
IDAHO FALLS AIR TRAFFIC CONTROL TOWER (ATCT),
JACKSON HOLE AIR TRAFFIC CONTROL TOWER (ATCT),
KALISPELL AIR TRAFFIC CONTROL TOWER (ATCT),
MISSOULA AIR TRAFFIC CONTROL TOWER (ATCT),
POCATELLO AIR TRAFFIC CONTROL TOWER (ATCT)
LETTER OF AGREEMENT**

Effective: 16 December 2002

SUBJECT: INTERFACILITY COORDINATION PROCEDURES

PURPOSE: This letter of agreement (LOA) establishes procedures for the handling of air traffic between Salt Lake City ARTCC and ATCT facilities at Bozeman/Gallatin Field Airport, Elko/J.C. Harris Field, Idaho Falls Regional Airport, Jackson Hole Airport, Glacier Park International Airport, Missoula International Airport, and Pocatello Regional Airport.

CANCELLATION: Any previous LOA is cancelled.

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

RESPONSIBILITIES:

1. Salt Lake City ARTCC shall provide approach control service at ATCT airports.
2. Salt Lake City ARTCC shall reference ATCT by its respective operational name:
 - a. Bozeman/Gallatin Field = "Bozeman Tower"
 - b. Elko/J.C. Harris Field = "Elko Tower"
 - c. Idaho Falls Regional Airport = "Idaho Falls Tower"
 - d. Jackson Hole Airport = "Jackson Tower"
 - e. Glacier Park International Airport = "Glacier Tower"
 - f. Missoula International Airport = "Missoula Tower"
 - g. Pocatello Regional Airport = "Pocatello Tower"
3. ATCT shall provide airport traffic control service at its respective airport and within the associated surface areas.

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

4. General Procedures:
 - a. Beacon code subsets are not reserved for ATCT by default and shall be coordinated with Salt Lake City ARTCC. If Salt Lake City ARTCC is not operational, subsets 31 and 52 (3101-3177 and 5201-5277) may be utilized by ATCT in descending order:

- i. Subset 31 shall be utilized for Salt Lake City ARTCC inter-facility flights (example, BZN to DEN).
 - ii. Subset 52 shall be utilized for Salt Lake City ARTCC intra-facility flights (example EKO to GTF).
 - b. ATCT shall advise Salt Lake City ARTCC of the runway-in-use at its respective airport.
- 5. Arrival Procedures:
 - a. Salt Lake City ARTCC shall pass arrival information to ATCT at least 10 minutes before an IFR arriving aircraft is estimated at the airport.
 - b. Salt Lake City ARTCC shall give time revisions on arrival aircraft estimates when the revision changes the sequence of arrivals, or when the time differs more than 5 minutes before or 10 minutes after the arrival estimate.
 - c. Salt Lake City ARTCC shall advise ATCT when aircraft initiates an approach.
 - d. All aircraft shall be instructed to contact ATCT at least 10 miles 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 prior to aircraft entering Class D surface area. Salt Lake City ARTCC shall coordinate late communication transfers in advance.
 - e. ATCT may clear an aircraft executing an instrument approach for a visual approach without further coordination with Salt Lake City ARTCC provided:
 - i. The aircraft is within 15 nautical miles (NM) of the respective airport;
 - ii. Visual separation can be provided between the aircraft and any IFR departure that has been released.
- 6. Departure Procedures:
 - a. ATCT shall:
 - i. Clear departing aircraft via the route of flight and pilot-requested filed altitude.
 - ii. Request a release from Salt Lake City ARTCC and coordinate any pilot requests for routing and altitude amendments to the filed flight plan.
 - iii. 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.
 - iv. Instruct IFR departures to "contact Salt Lake Center leaving" an altitude approximately 2500 feet above the airport elevation.
 - v. Instruct airborne aircraft requesting clearance to "contact Salt Lake Center for clearance."
 - b. Salt Lake City ARTCC shall:
 - i. Provide a release, including any altitude restrictions, route amendments, or departure procedures, as appropriate.
 - ii. Provide an "expected delay time" if clearance includes a "hold for release."

7. Other Operations:

- a. Special VFR (SVFR): ATCT may authorize SVFR operations within the lateral boundary of ATCT airport surface areas. ATCT shall:
 - i. Coordinate with Salt Lake City ARTCC 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.
 - ii. Suspend SVFR operations from 10 minutes prior to the estimate time of arrival of an IFR aircraft until the aircraft lands.
 - iii. Suspend SVFR operations from the time an IFR aircraft departs until Salt Lake City ARTCC grants approval to resume operations.
- b. Practice Approaches: ATCT may approve pilot requests for VFR practice instrument approaches and shall advise Salt Lake City ARTCC when practice approaches are taking place.