

**SALT LAKE CITY AIR ROUTE TRAFFIC CONTROL CENTER (ARTCC),
HAILEY AIR TRAFFIC CONTROL TOWER (ATCT)
LETTER OF AGREEMENT**

Effective: 22 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 Hailey ATCT, referred to as "Hailey Tower" at Friedman Memorial 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 Friedman Memorial Airport.
2. Hailey ATCT shall provide airport traffic control service at Friedman Memorial Airport, and within the associated surface areas. Due to the unique mountainous terrain they shall also sequence, separate and issue appropriate advisories to aircraft entering/departing the Wood River Valley.

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

3. General Procedures:
 - a. Beacon code subsets are not reserved for Hailey 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, SUN to DEN).
 - ii. Subset 52 shall be utilized for Salt Lake City ARTCC intra-facility flights (example SUN to BOI).
4. Arrival Procedures:
 - a. Salt Lake City ARTCC shall pass arrival information to Hailey 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. Hailey Tower shall notify Salt Lake City ARTCC when Runway 13 is in use for arrivals. Runway 31 is presumed to be the active runway at other times.
 - d. Salt Lake City ARTCC shall advise Hailey ATCT when aircraft initiates an approach.
 - e. All aircraft shall be instructed to "contact Hailey Tower" at least 15 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.

- f. 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.
5. Departure Procedures:
- a. Hailey ATCT shall:
 - i. Clear departing aircraft via the route of flight and pilot-requested filed altitude. If the pilot-requested routing does not include routing over the HLE NDB, the departing aircraft shall be cleared from the SUN airport to the HLE NDB, and then to the first fix in the requested routing following the SUN airport.
 - 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 9,000 feet” MSL, or passing the HLE NDB, whichever occurs first.
 - v. Instruct airborne aircraft requesting clearance to “contact Salt Lake Center for clearance.”
 - vi. Assign and instruct aircraft requesting to depart VFR and obtain an IFR clearance en route to squawk an authorized beacon code from a subset listed above (5a(1)) and to contact Salt Lake City ARTCC for clearance. Hailey ATCT shall advise Salt lake City ARTCC of the VFR departure.
 - 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.”
6. Other Operations:
- a. Special VFR (SVFR): ATCT may authorize SVFR operations within the lateral boundary of Friedman Memorial Airport surface areas. Hailey 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: Hailey ATCT may approve pilot requests for VFR practice instrument approaches and shall advise Salt Lake City ARTCC when practice approaches are taking place.