Northern California TRACON and Reid-Hillview Tower

LETTER OF AGREEMENT

EFFECTIVE: DRAFT

SUBJECT: Coordination And Control Procedures

1. **PURPOSE:** This agreement outlines standard procedures for coordinating air traffic between Northern California TRACON (NCT) and Reid-Hillview Tower (Tower).

2. **CANCELLATION:** This agreement cancels the Bay TRACON and Reid-Hillview Tower Letter of Agreement, same subject, dated 03/24/96.

3. **GENERAL PROCEDURES:**

   a. Tower daily hours of operation are 0700 to 2200 local.

   b. NCT shall advise the Tower of the FDIO/ARTS/ACE-IDS operational status

   c. Tower shall advise NCT of pertinent changes, via ACE-IDS or interphone as appropriate, in:

      (1) ATIS/weather information.

      (2) Field conditions.

      (3) Equipment (FDIO, communications, navigational aids, and RACD) status.

      (4) Runways and advertised approach(s) in use.

      (5) Any factor affecting airport capacity.

4. **FLIGHT DATA PROCEDURES:** Tower shall:

   a. Assign the following initial heading and altitude instructions to all IFR departures:

      (1) Runway 13: Runway heading to 400 feet, then a right turn heading 290°, maintain 3,000 feet, and to expect the assign altitude 5 minutes after departure.

      (2) Runway 31: Left turn heading 290°, maintain 3,000 feet, and to expect the assign altitude 5 minutes after departure.

   b. Unless otherwise advised, assign IFR departures the following frequencies:

(1) SFOW: 121.30 / 322.00

(2) SFOE or SJCE: 120.10 / 290.25

c. Clear an aircraft requesting a “VFR-On-Top Climb” short to the San Jose VOR.

d. When notified that NCT FDIO is not operational, request IFR clearances, other than tower enroute, from Oakland Center and forward the following information to the NCT Area A Flight Data position:

(1) Aircraft I.D

(2) Type/Suffix

(3) Initial Route Issued

(4) Assigned Altitude

(5) Remarks

5. DEPARTURE PROCEDURES:

a. NCT shall:

(1) Provide a departure release upon request, or issue a time to expect release.

(2) Coordinate with Tower prior to changing the assigned heading/route of an IFR departure within Tower's Surface Area, except when the Reid-Hillview weather is below basic VFR minimums and the Tower has not been delegated Special VFR authority.

b. Tower shall:

(1) Coordinate for all IFR departure releases with Toga (SFOW) or Licke (SFOE / SCJE). When aircraft are released, this shall be considered an assumed departure time. Tower shall ensure that aircraft depart within two minutes of the release time, or obtain another release.

(2) Obtain approval from San Jose Tower prior to the departure of an IFR aircraft.

(3) Provide initial separation between successive departures, and between arrivals and departures, in accordance with the separation criteria in Attachment 3.

(4) Advise NCT when an IFR departure does not “auto–acquire” within two miles of the departure runway.

6. ARRIVAL PROCEDURES:

a. NCT shall:

(1) Provide appropriate separation for all IFR arrivals and VFR practice approaches.

(2) Transfer arrival information on all IFR arrivals and VFR practice approaches at least 7 miles from the airport via the RACD (see Attachment 2).

(3) Ensure that transfer of communications of IFR aircraft occurs within the Tower QuickLook Region and prior to:

(a) The final approach fix for aircraft on instrument approaches; or

(b) Seven flying miles from RHV.

(4) Ensure that all MSAW alerts are passed to Tower.

b. Tower shall:

(1) Advise NCT when an approach aircraft is on the ground or cancels IFR.

(2) Coordinate with SJC first with any IFR missed approach, and then coordinate with NCT.

7. ATTACHMENTS:

a. Attachment 1 - Definitions And Abbreviations.

b. Attachment 2 - ARTS Scratch Pad Use

c. Attachment 3 - Tower Separation Criteria

d. Attachment 4 - RHV Tower ARTS Quick-look Region

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ATTACHMENT 1: DEFINITIONS AND ABBREVIATIONS

1. AIRPORT COMPLEXES

Assign routes and altitudes to aircraft based on the following complexes:

ALMADEN	NUQ, PAO, RHV, SJC, Q99
BERRYESSA	CCR, SUU, VCB, O41, 0O5, 2Q3
CAMANCHE	LVK, SCK, TCY, C83, O27, 1O3
CARMEL	MRY, SNS, WVI, 3O7, OAR
CHABOT	HWD, OAK
FOLSOM	MCC, MHR, PVF, SAC, O70, O88
PENINSULA	HAF, SFO, SQL
SAN LUIS	LSN, MCE, MER, MOD
WHEATLAND	AUN, BAB, LHM, MYV, OVE, SMF, O17, O52
TOMALES	APC, DVO, STS, O69

2. AIRCRAFT TYPES

Assign routes and altitudes based on the following aircraft definitions:

P	Non-Jet Aircraft (cruise speed 179 knots or less)
T	Non-Jet Aircraft (cruise speed 180 knots or greater)
J	Jet Aircraft And 4-Engine Turboprops

3. TRAFFIC FLOW DESCRIPTION

Assign routes and altitudes based on the following airport configurations:

SFOW	SFO Landing Runways 01 or 28
SFOE	SFO Landing Runways 10 or 19
SJCE	SFO Landing Runways 01 or 28 and SJC Landing Runways 12

4. FREQUENCIES

HOOKS	135.20 / 379.10	RHV LOCAL	119.8
LICKE	120.10 / 290.25		
TOGA	121.30 / 270.35		

5. ARTS POSITION SYMBOLS

POSITION	SYMBOL
LICKE	1L
MULFORD	3M
PAO	1P
RHV	1R
TOGA	1T

ATTACHMENT 2: ARTS SCRATCH PAD USE

a. The Primary Scratch Pad Field:

(1) Shall contain the three-letter destination airport identifier for both IFR and VFR aircraft landing NCT airspace, or the appropriate exit fix outside of NCT's airspace.

(2) Shall be modified to reflect the appropriate three-letter destination airport identifier when an IFR or VFR aircraft changes destination.

(3) Shall contain "LCL" for VFR aircraft with no specific destination, for example maneuvering in a practice area.

b. The Secondary Scratch Pad Field:

(1) Absence of secondary scratch pad information indicates an IFR arrival is executing the approach advertised on the ATIS.

(2) IFR Arrivals executing other than approach advertised on the ATIS, or VFR Practice Approaches, shall contain the type approach cleared for in the second scratch pad field as follows:

GPS	Aircraft assigned a GPS Approach
VA	Aircraft assigned a Visual Approach

(3) The following entries can be used in the second scratch pad to reduce verbal coordination

2ER	Aircraft flying a "Bay Tour"
TFC	Traffic Watch

ATTACHMENT 3: TOWER SEPARATION CRITERIA

PROCEDURES: Determine the position of aircraft by observation, RACD, pilot report, or NCT coordination and apply the following minimum separation criteria to IFR aircraft;

a. Successive departures:

(1) Aircraft of the same performance characteristics or slower aircraft following faster aircraft: Three minutes.

(2) Faster aircraft following slower aircraft: Four minutes.

b. Departure versus arrival: Visual separation.

ATTACHMENT 4: RHV TOWER ARTS QUIKLOOK REGION

a. Any aircraft that has “RHV” in the ARTS primary scratch-pad will force a full datablock onto Tower’s RACD while in the Quicklook region.

b. The Quicklook region for RHV is a 15-mile radius surrounding the Reid-Hillview Airport, surface to 4,000 feet.