

SALT LAKE CITY AIR ROUTE TRAFFIC CONTROL CENTER (ARTCC)  
AND JACKSON HOLE FAA CONTRACT TOWER (FCT)

**LETTER OF AGREEMENT**

EFFECTIVE: September 15, 2008

SUBJECT: Interfacility Coordination Procedures

1. **PURPOSE:** This Letter of Agreement (LOA) establishes procedures for the handling of air traffic between Salt Lake City Air Route Traffic Control Center (ARTCC) and Jackson Hole Federal Aviation Administration (FAA) Contract Tower (FCT), referred to as "Jackson Tower," at Jackson Hole Airport, Wyoming.
2. **CANCELLATION:** Salt Lake City ARTCC and Jackson Tower LOA, subject: Interfacility Coordination Procedures, dated November 25, 2004, is cancelled.
3. **SCOPE:** The procedures herein are for use in the conduct of air traffic control at Jackson Hole Airport and associated surface areas, and are supplemental to FAA Air Traffic Control Handbooks and Orders.
4. **RESPONSIBILITIES:**
  - a. ARTCC shall provide approach control service at Jackson Hole Airport.
  - b. Jackson Tower shall provide airport traffic control service at Jackson Hole Airport and within the associated surface areas.
5. **PROCEDURES:** Unless otherwise coordinated, the following procedures shall apply:
  - a. Arrivals.
    - (1) When the Jackson Tower Flight Data Input/Output (FDIO) is operational, the FDIO strip will serve as coordination of aircraft call sign, aircraft type, and airport estimate.
    - (2) Type of approach may be mutually pre-coordinated for a specified period of time. Exceptions to the pre-coordinated type of approach shall be coordinated individually.
    - (3) 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 or time printed on the FDIO strip.
    - (4) When the FDIO is inoperative, ARTCC shall forward arrival information to Jackson Tower at least 10 minutes before an IFR arriving aircraft is estimated at the airport.
    - (5) All aircraft shall be instructed to contact Jackson Tower at least 15 miles from the airport. If the controller is unable to transfer communications, the aircraft shall be issued communications transfer as soon as possible, but prior to aircraft entering Class D surface area. If time permits, ARTCC shall coordinate late communication transfers in advance.

(6) Jackson Tower may clear an aircraft executing an instrument approach for a visual approach without further coordination with ARTCC provided:

(a) The aircraft is within 20 NM of Jackson Hole Airport.

(b) Visual separation shall be provided between the aircraft and any IFR departure that has been released.

b. Departures.

(1) Jackson Tower shall:

(a) Clear departing aircraft via the TETON or GEYSER Obstacle Departure Procedure, as appropriate, route of flight including PAR/PDR if displayed, and to 16,000 feet MSL, or the filed altitude, if lower.

(b) Request a release from the ARTCC and coordinate any pilot requests for routing and altitude amendments to the filed flight plan. If known, advise ARTCC when aircraft will utilize the local VFR Noise Abatement Procedure. Coordinate and receive ARTCC approval for any IFR departure procedure that reverses course or opposite direction departure. When more than one flight plan exists for the same aircraft, the aircraft identification and the computer identification number shall both be given to ensure the filed flight plan is the same at both facilities.

(c) Unless otherwise specified, advise IFR departures to “expect filed altitude/flight level one zero minutes after departure” if assigned altitude is other than the filed altitude.

(d) Enter an FDIO departure message (DM) when the aircraft departs. If the aircraft does not depart within 3 minutes of the release time, an extension or new release must be obtained.

(e) When the FDIO becomes inoperative, request IFR clearances from ARTCC and provide an assumed departure time. Unless a “hold for release” is issued, receipt of clearance constitutes a release for departure.

(f) Advise the ARTCC if an aircraft returns for landing after the DM is entered.

(g) Instruct IFR departures to contact ARTCC on frequency 133.25 or 285.6 MHz.

(h) Instruct airborne aircraft requesting clearance to contact ARTCC on frequency 133.25 or 285.6 MHz for clearance.

(2) ARTCC shall:

(a) Provide a release, including any altitude restrictions, route amendments or departure procedures, as appropriate.

(b) When the FDIO is inoperative, issue IFR departure clearance, and if appropriate, a hold for release with an expected delay time, and enter the DM.

c. Other Operations.

(1) Visual Separation. ARTCC authorizes Jackson Tower to apply visual separation within a 20 NM radius of the airport, at or below 16,000 feet MSL. Visual separation may be used between successive IFR arrivals, and between IFR arrivals and IFR departures as specified in FAA Order JO 7110.65, Air Traffic Control, Chapter 7, Section 2.

(2) Special VFR (SVFR).

(a) Upon request, ARTCC shall authorize Jackson Tower to conduct Special VFR operations within the Jackson Hole Airport Class D surface area at or below 9,000 feet MSL.

(b) Jackson Tower shall advise ARTCC when Special VFR operations within the Jackson Hole Airport Class D surface area have been terminated.

(3) Practice Approaches. Jackson Tower may approve pilot requests for VFR practice instrument approaches and shall advise ARTCC when practice approaches begin and end.

(4) Opening / Closing / Automatic Terminal Information Service (ATIS) Procedures.

(a) When Jackson Tower opens or closes, ARTCC and Jackson Tower specialists shall use the briefing checklist contained in the Attachment or the appropriate automated checklist.

(b) Jackson Tower shall include the current ATIS code in the opening briefing, and update ARTCC with each new ATIS code throughout the hours of operation.

**6. ATTACHMENT:** Briefing Checklist.

OSB, Robin A. Badger for

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Air Traffic Manager, Sherry A. Butler, Salt Lake City ARTCC, Salt Lake City, UT

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Air Traffic Manager, Richard M. Schmidt, Jackson Hole FCT, Jackson, WY

Briefing Checklist

Before assuming/transferring control jurisdiction of Jackson Hole Airport Class D surface area, the Salt Lake City ARTCC and Jackson Tower specialists shall review the following operational items, as applicable.

- a. Planned time of opening/closing, only if different from published.
- b. NAVAID status.
- c. Airport conditions, e.g., runway closure, braking action, snow removal, equipment on runways, lighting, etc.
- d. ATIS code, type of approach, runway in use.
- e. Special activities, e.g., Temporary Flight Restrictions (TFR).
- f. NOTAMs.
- g. Traffic.