

LETTER OF AGREEMENT

EFFECTIVE: May 1, 2011.

1. SCOPE: The procedures and responsibilities in this agreement are applicable to IFR, SVFR, over flights, and practice instrument approach operations within the listed airport surface areas.

2. Responsibilities:

a. Controlled Satellite Towers Shall:

- 1) AHN/CSG/FTY/LZU/PDK/RYY is authorized to provide arrival and departure separation services below 3,000 feet MSL within the Class C/ D Surface Area.
- 2) All ATCT's may use visual separation within the SFC area. ATCT shall advise A80.
- 3) Towers shall assign all IFR departures shall be assigned 3,000 as their initial altitude and call for ALL IFR releases.
- 4) Towers shall assign all participating VFR aircraft shall be assigned VFR at or below 2,500 unless otherwise noted and assigned a beacon code.
- 5) Towers shall advise A80 of unplanned go arounds/missed approaches of IFR aircraft.
- 6) Towers shall coordinate with A80 their Runway(s) in use. A80 shall Advise the appropriate Tower which type of approach(s) will be in use.

b. Atlanta Large TRACON (A80) Shall:

- 1) A80 shall instruct aircraft to contact the ATCT prior to the final approach fix on instrument approaches and at least 7 NM from the airport on visual approaches or VFR inbound.
- 2) A80 shall issue climb out instructions to aircraft requesting the option/ or unplanned missed approaches/ go arounds and coordinate these with the appropriate Tower.

3. CSG ATCT:

a. Authorize automatic departures for VFR departures as follows:

- 1) RY 6 is the primary runway, headings from 360 - 060°.
- 2) RY 24 is the primary runway, headings from 220 -310°.

4. FTY ATCT:

a. Assign all practice approach aircraft the following standard climb out instructions: "FLY HEADING 310, MAINTAIN 3,000".

5. PDK ATCT:

a. A80 should assign a preferred heading of 050 degrees and an alternative (preferred) heading of 020 degrees to Runway 2 jet departures to the maximum extent possible.

6. RYY ATCT:

- a. Assign all practice approach aircraft the following standard climb out instructions: "FLY HEADING 360, MAINTAIN 3,000".

7. MCN ATCT:

- a. Issue climb out instructions to aircraft making successive approaches. The following instructions shall be regarded as Standard Climb Out:

Approach in Use	WRB Active Runway	Runway Climb-out Instruction
5	33	CM 3,000,TL HDG 360
	15	CM 3,000,TR HDG 180
13	ANY	CM 3,000,TR HDG 180
23	33	CM 3,000, TR 320
	15	CM 3,000 TR HDG 280

8. WRB ATCT:

- a. A80 shall issue the following "standard/local" climb out instructions to aircraft making successive approaches:

- 1) Runway 33 - Turn right heading 110, within 1.5 NM of the departure end of the runway,maintain 3,000.
- 2) Runway 15 - Turn left heading 050, maintain 3,000.

9. LSF ATCT:

- a. A80 shall issue the following "standard/local" climb out instructions to aircraft making successive approaches:

- 1) Runway 33 – TL 250, CM 3,000.
- 2) Runway 15 – TR 250, CM 3,000.

- b. LSF shall assign participating VFR departures maintain VFR at or below 2,200.

10. MGE ATCT:

- a. A80 shall assign/leave aircraft departing Runway 29 on runway heading until reaching 3,000 feet; and assign "runway heading" to aircraft departing Runway 11.

- b. MGE shall designate Runway 29 as the "calm wind" runway.

- c. A80 shall inform MGE when an IFR arrival is requesting the overhead maneuver. This information should be exchanged before 10NM (e.g., "requesting initial", "requesting the overhead", etc.).

PHRASEOLOGY EXAMPLES- "CALLSIGN, EXPECT A VISUAL APPROACH AND THE OVERHEAD MANEUVER TO RUNWAY 29."

Or

"CALLSIGN, CLEARED VISUAL APPROACH RUNWAY 29, OVERHEAD MANEUVER APPROVED."

Or

"CALLSIGN, UNABLE OVERHEAD MANEUVER; EXPECT A VISUAL APPROACH RUNWAY 29."

APPENDIX 1. Scratch Pad Procedures.

All aircraft inbound to Controlled Satellite Airports shall display the type approach and / or assigned runway / request in the scratchpad. Coordination is required if the scratch pad is left blank or opposite direction arrival information is included. If the approach will be completed to a runway in use, the runway number/designator is optional. Airports with parallel runways will use the last digit of the runway number followed by the L/C/R designator. ALL missed/low/option approaches SHALL be coordinated with the appropriate Local Controller.

Scratchpad Entry	Definition
TYPE OF APPROACH	
I (XX)	ILS Approach
V (XX)	Visual Approach
N (XX)	NDB Approach
R (XX)	VOR Approach
T (XX)	TACAN Approach
G (XX)	GPS/RNAV Approach
L (XX)	Localizer Approach
Z (XX)	VFR arrivals assigned a runway
TG	Aircraft requesting a Touch and Go
LA	Aircraft requesting Low Approach
SG	Aircraft requesting Stop and Go
PTN	Aircraft is requesting Pattern Work (closed traffic)
OPT	Aircraft requesting the Option
OVH	Aircraft requesting the Overhead Maneuver
VS	Aircraft is maintain visual separation / following the preceding aircraft.
VL	Aircraft is maintain visual separation with the closest aircraft on adjacent final to it's left.
VR	Aircraft is maintain visual separation with the closest aircraft on adjacent final to it's right.