

**MIAMI ARTC CENTER
and
KEY WEST INTERNATIONAL FEDERAL CONTRACT TOWER
LETTER OF AGREEMENT**

SUBJECT: IFR AND SVFR SERVICES

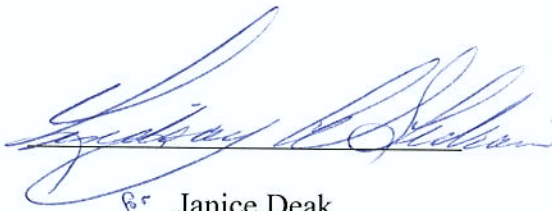
- 1 PURPOSE: This Agreement, between Miami ARTC Center (herein called Center) and Key West Federal Contract Tower (herein called Tower), is written to supplement Federal Aviation Administration Order 7110.65.
- 2 EFFECTIVE DATE: April 30, 2015. This agreement cancels Miami ARTC Center and Key West Federal Contract Tower Letter of Agreement dated October 15, 2013.
- 3 SCOPE. The procedures outlined herein are in reference to IFR, SVFR aircraft, and practice instrument approach aircraft operating in the Key West Class "D" Airspace when the Tower is in operation and Naval Air Station (NAS) Key West Approach Control is not providing approach control services.
- 4 RESPONSIBILITIES:
 - 4.1 Miami Center authorizes Key West Tower to conduct VFR Tower operations within the EYW Class D airspace when operational. Class D airspace is defined in ANNEX 1.
 - 4.2 The Tower must inform the Center of any changes to the ATIS broadcast to include the current ATIS "Letter".
 - 4.3 The Tower shall utilize the MTH sector dial code as the primary means to communicate.
 - 4.3.1 The Tower may utilize the EYW sector dial code as a secondary means to communicate with the Center.
- 5 PROCEDURES:
 - 5.1 General.
 - 5.1.1 Opposite Direction Operations.
 - 5.1.1.1 Must only be used to accommodate aircraft receiving operational priority (emergencies, air ambulance flights call sign "MEDEVAC", Flight Checks, and presidential aircraft) or for operational necessity.

- 5.1.1.2 All coordination must take place on a recorded line.
- 5.1.1.3 All controllers must state the phrase “Opposite Direction” when coordinating with another position or facility.
- 5.1.1.4 Issue traffic advisories using the phrase “OPPOSITE DIRECTION,” include aircraft type and the location of the opposing aircraft on final (arrival/arrival), additionally the direction that the departure will turn (arrival/departure).
- 5.1.1.5 The Tower Must:
 - 5.1.1.5.1 Initiate coordination requests for departure aircraft by using the phrase “APREQ OPPOSITE DIRECTION DEPARTURE” and include call sign, aircraft type and departure runway.
 - 5.1.1.5.2 Not apply visual separation.
 - 5.1.1.5.3 Advise the Center when the preceding, opposing arrival aircraft crosses the runway threshold (arrival/arrival).
- 5.1.1.6 The Center Must:
 - 5.1.1.6.1 Initiate coordination requests for arriving aircraft by using the phrase “APREQ OPPOSITE DIRECTION ARRIVAL” and include call sign, aircraft type and arrival runway.
- 5.1.2 The Center Must:
 - 5.1.2.1 Adhere to designated runway in establishing IFR traffic flows.
- 5.1.3 The Tower Must:
 - 5.1.3.1 Designate the runway in use.
 - 5.1.3.2 Advise the Center verbally prior to a runway change.
 - 5.1.3.3 Advise the Center when the airport is IFR.
- 5.2 Special VFR Operations:
 - 5.2.1 The Tower is authorized to approve and control SVFR operations at or below 1,500 feet MSL within Class "D" airspace for specific periods of time as coordinated with the Center.
- 5.3 Separation.

- 5.3.1 When weather in the Class D airspace is VFR, the Center authorizes the Tower to separate individual arrivals, as identified by the Center, from departures in accordance with the separation standards outlined in FAA Order 7110.65.
- 5.4 VFR Practice Approaches.
 - 5.4.1 Both the Tower and/or the Center may approve/disapprove practice instrument approaches.
 - 5.4.2 The Tower Must:
 - 5.4.2.1 Advise all aircraft requesting a practice approach to maintain VFR and contact the Center.
 - 5.4.2.2 Instruct traffic executing a low approach to maintain VFR and depart north if possible.
 - 5.4.3 The Center Must:
 - 5.4.3.1 Coordinate all VFR Practice Instrument approaches.
- 5.5 Arrivals:
 - 5.5.1 The Tower Must:
 - 5.5.1.1 Utilize FDIO strips for inbound information.
 - 5.5.1.2 Not turn an IFR aircraft off the final approach course without prior coordination.
 - 5.5.1.3 Coordinate Arrival/Missed/Low Approach/VFR Practice Approach information via interphone.
 - 5.5.1.4 Issue the published missed approach procedures to all IFR aircraft unable to land.
 - 5.5.2 The Center Must:
 - 5.5.2.1 Determine which instrument approach procedure is to be used.
 - 5.5.2.2 Utilize Visual Approaches unless otherwise coordinated.
 - 5.5.2.3 The Center must coordinate arrival sequence with the Tower not less than **ten (10) NM** from the EYW airport.
 - 5.5.2.4 On position report, coordinate the type of approach, only if different than what is advertised on the current ATIS.

- 5.5.2.5 Advise the Tower, no later than position report, how approach will terminate, if other than full stop.
- 5.5.2.6 The Center must transfer communications of aircraft prior to reaching a point six (6) NM from the EYW airport.
- 5.5.2.7 Remove strips via FDIO, on full stop arrivals.
- 5.6 Departures.
- 5.6.1 The Tower Must:
 - 5.6.1.1 Call for release, via interphone, on all IFR departures.
 - 5.6.1.1.2 Ensure that aircraft depart within three (3) minutes after the release time. This time will constitute an assumed departure time. If the aircraft is not departed within three (3) minutes of the release time, the Tower must coordinate a new release with the Center.
- 5.6.2 The Center Must:
 - 5.6.2.1 Depart aircraft via FDIO.
 - 5.6.2.2 Issue a release and/or alternate instructions if necessary.
 - 5.6.2.3 If necessary, issue an expected release time.
 - 5.6.2.4 Assume control of departing aircraft for turns without coordination after the aircraft leaves 1,600 feet.
- 6. CLEARANCE DELIVERY.
- 6.1. The Tower must issue clearances via routings contained on the most current FDIO strip:
 - 6.1.2 “AS FILED” when no PDR or PAR is contained in the route of flight.
 - 6.1.3 Via the assigned PDR or PAR then as filed.
 - 6.1.4 Via amended routes displayed on the proposal strip beginning with the first plus in the route of flight and ending with the second plus in the route of flight.
 - 6.1.5 Via full route clearance when “FRC” appears on an FDIO strip.

- 6.1.6 The Tower must assign 2,000 feet and “expect (requested altitude) one zero minutes after departure.”
- 6.1.7 The Center must verify via interphone all flight plan amendments made by the Center less than thirty (30) minutes prior to the proposed departure time.
- 7 EQUIPMENT/COMPUTER INTERFACE OUTAGES.
- 7.1 Notification of any automation and/or equipment outages must be accomplished as soon as possible.
- 7.2 The Center must issue clearances for departing aircraft via interphone when requested by the Tower.
- 7.3 When the Tower RADAR display is OTS, the Center must furnish the following information to the Tower on all IFR aircraft:
- 7.3.1 Aircraft identification at least ten (10) minutes prior to communication transfer.
- 7.3.2 Advise Tower of an arriving aircraft’s position prior to communications transfer.
- 7.4 When the FDIO is OTS, the Center must furnish the following information to Tower on all IFR aircraft at least ten (10) minutes prior to communication transfer:
- 7.4.1 Aircraft identification.
- 7.4.2 Type aircraft.
- 7.4.3 Any additional information the Tower requests.
- 8 MISCELLANEOUS.
- 8.1 Deviation from procedures established in this Agreement may be made only after coordination, which completely defines responsibility in each case.



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Acting Air Traffic Manager
Miami ARTC Center

William Haia
Air Traffic Manager
Key West ATC Tower

ANNEX 1

Key West International Tower Airspace Boundary

Airspace Boundary	
Beginning at	
A	24°37'12"N / 81°44'41"W
B	24°33'04"N / 81°43'48"W
C	24°31'15"N / 81°45'22"W
D	24°30'35"N / 81°45'14"W
thence counterclockwise via the 5.3-mile radius of Key West NAS to the intersection of the 3.9-mile radius of the Key West International Airport ("E"), thence clockwise via the 3.9-mile radius of the Key West International Airport to the point of beginning, extending upward from the surface to and including 2,500 feet MSL. All mileage is in statute miles.	

