

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
SOUTHWEST REGION

SW 6500.5A

5/1/90

SUBJ: TEMPORARY CONTROL TOWER SERVICE

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1. PURPOSE. This order establishes guidelines for providing temporary air traffic control service.

2. DISTRIBUTION. This order is distributed to branch level in the Air Traffic Division and to all air traffic field facilities in the Southwest Region.

3. CANCELLATION. Order SW 6500.5, Temporary Control Tower Service, dated 11/22/85, is canceled.

\* 4. BACKGROUND. In the past it has been customary for the FAA to provide temporary air traffic control service at air shows, fly-ins, and other events on a nonreimbursable basis. Each request for temporary tower service will be reviewed by the System Requirements Branch, ASW-510, to determine if the service will be provided on a reimbursable or nonreimbursable basis. \*

5. EXPLANATION OF CHANGES. This revision reflects a change in branch responsibility and current procedures for processing requests for temporary tower service.

6. PROCEDURES.

\* a. A request to provide temporary air traffic control service shall be forwarded to the System Requirements Branch, ASW-510.

b. ASW-510 shall forward a letter to the sponsor (Appendix 1) stating that before action can be initiated to provide the service requested, the following information should be furnished: \*

(1) Proposed date(s) and hours of operation.

(2) Number of daily aircraft operations anticipated.

(3) Type of activity and types of aircraft involved (to determine frequency needs).

(4) Planned activities/ceremonies.

(5) Will a suitable structure be provided? (Enclose minimum specifications as shown in Appendix 2 to this order.)

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Distribution: A-X(AT-3); A-FAT-0 (1 copy each)  
(1 copy - ASW-460)

Initiated By: ASW-510

5/1/90

c. When the above information is received, the following action will be taken:

(1) Review all pertinent data to determine the feasibility of providing the temporary service and whether it should be provided on a reimbursable/nonreimbursable basis.

\* (2) Coordinate the request, determine the frequencies required, and forward a memo containing information depicted in Appendix 3 to the Manager, Systems Maintenance Engineering Branch, ASW-460, requesting the minimum equipment.

(3) Prepare a memo similar to the sample depicted in Appendix 4 and \* forward to the air traffic facility that will staff the temporary tower.

(4) Write a letter to the sponsor and, based on whether the service will be provided on a reimbursable or nonreimbursable basis, include the information contained in the sample letter in Appendix 5.

7. APPENDIXES.

a. Appendix 1, Sample Letter to Sponsor Requesting Information.

b. Appendix 2, Minimum Specifications - Temporary Tower Structure.

\* c. Appendix 3, Sample Memo to Manager, Systems Maintenance Engineering Branch, Requesting Frequencies and Equipment.

d. Appendix 4, Sample Memo to the Facility that will provide staffing. \*

e. Appendix 5, Sample Letter to the Sponsor notifying that temporary tower service will be provided on a reimbursable/nonreimbursable basis.

  
Larry L. Craig  
Manager, Air Traffic Division



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

APPENDIX 1. SAMPLE LETTER TO SPONSOR REQUESTING INFORMATION

Southwest Region  
Arkansas, Louisiana,  
New Mexico, Oklahoma,  
Texas

Fort Worth, Texas 76193-0000

Name  
Address  
Location

Dear \_\_\_\_\_:

We have received your request for temporary air traffic control service at \_\_\_\_\_ on \_\_\_\_\_. Before action can be initiated to provide this service, it is requested that you furnish the following information:

- a. Proposed date(s) and hours of operation.
- b. Number of daily aircraft operations anticipated.
- c. Type of activity and type(s) of aircraft involved.
- d. Planned activities/ceremonies.
- e. Will a suitable control tower structure be provided? (A copy of our minimum specifications is enclosed.)

It is now Federal Aviation Administration policy to review each request on an individual basis and, in some cases, provide temporary air traffic control service on a cost reimbursable basis from the sponsor. Early receipt of the above information will assist us in determining what, if any, costs will be reimbursable and our plans to provide the requested service.

Sincerely,

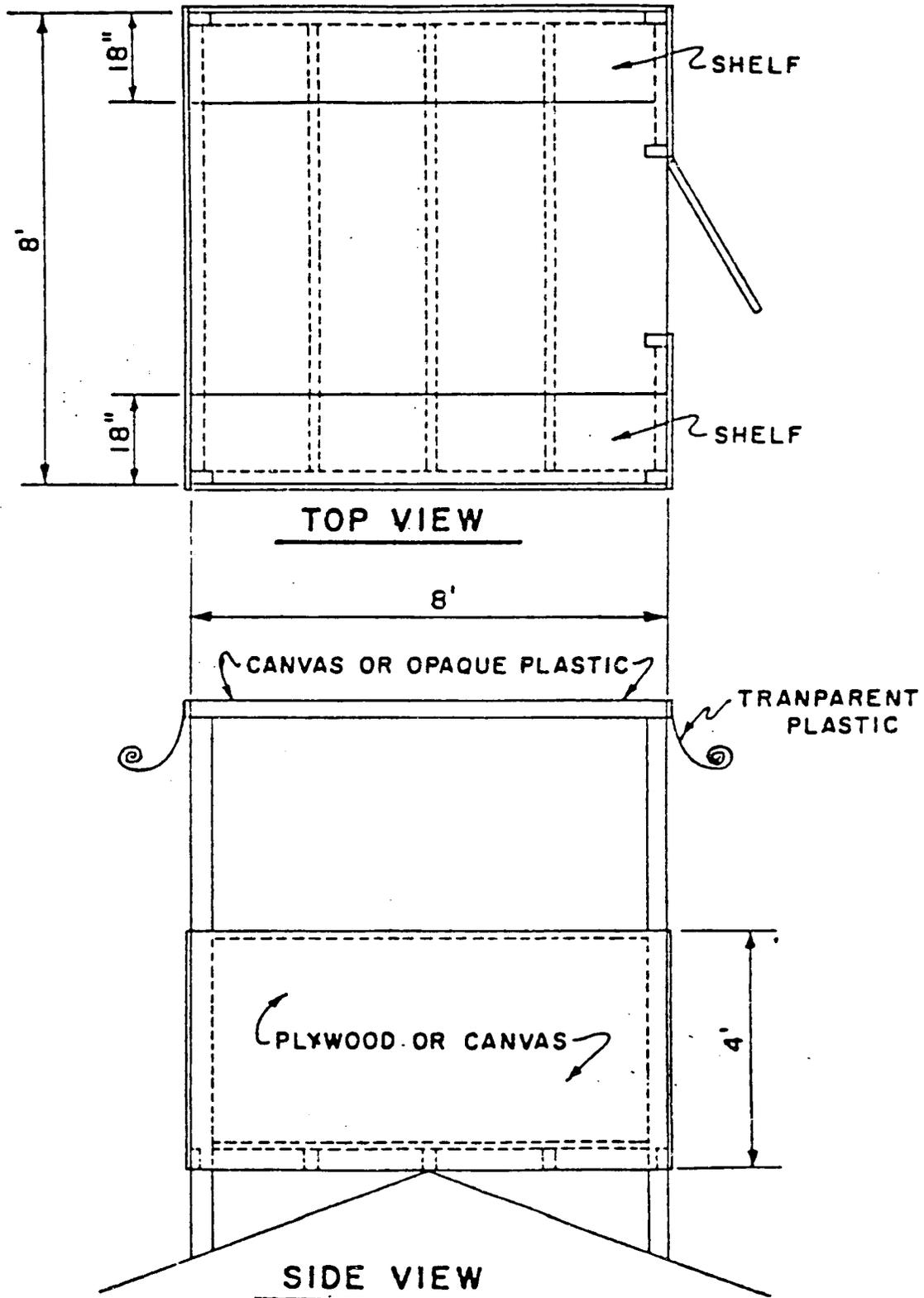
Philip F. Jones, III  
Manager, System Requirements Branch

Enclosure

APPENDIX 2. MINIMUM SPECIFICATIONS - TEMPORARY TOWER STRUCTURE

1. Floor area should be at least 8 by 8 feet. It should be composed of 3/4-inch plywood, or equal, nailed to 2- by 4-inch frame and floor joists placed on 2-foot centers.
2. A framework should be constructed above the floor for the protection of equipment and safety of controllers. This should be at least 8 feet high with 1/4-inch plywood, or equal, covering the bottom 4-foot section if no additional bracing is employed. If suitable framework bracing is provided, canvas may be used in place of the plywood.
3. The top 4-foot section should be open to permit unobstructed surveillance for adequate control of air traffic. This viewing area should be provided with a roll-down, transparent plastic in the event of inclement weather.
4. Two shelves, each 18 inches wide, capable of supporting 50 pounds, should be provided on two opposite sides. These shelves should be near the top of the lower enclosed 4-foot section.
5. A door for entrance and exit should be placed in one side of the structure. This should have a latch or bolt to prevent it from accidentally opening.
6. The roof should be covered with waterproof canvas, opaque plastic, or equal, to shield the controllers from the sun and/or rain.
7. At least four AC outlets, 120 volts, 60 cycle, capable of 1,000 watts load, should be provided for electronic equipment.
8. An electric or other suitable heater should be provided during cold weather. Additional AC outlets should be provided in the event electric heaters are used.
9. The structure should be mounted on top of a hangar, building, or other suitable location which will permit an unobstructed view of all runways by the controllers. A safe ladder or catwalk should be provided from the ground to the tower entrance door.
10. Drinking water should be available in the tower. In choosing the location of the tower, consideration should be given to the provision of ready access to toilet facilities.

APPENDIX 2  
TEMPORARY TOWER STRUCTURE





U.S. Department  
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**Federal Aviation  
Administration**

# Memorandum

APPENDIX 3. SAMPLE MEMO TO MANAGER, SYSTEMS MAINTENANCE  
ENGINEERING BRANCH REQUESTING FREQUENCIES AND EQUIPMENT

Subject: ACTION: Request for Temporary Tower \_\_\_\_\_ Date: \_\_\_\_\_  
          \_\_\_\_\_ (location) \_\_\_\_\_ (dates)

From: Manager, System Requirements Branch, ASW-510

Reply to  
Attn of: ASW-511C

To: Manager, Systems Maintenance Engineering Branch, ASW-460

We propose to provide temporary tower service at \_\_\_\_\_ Airport  
between \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. We request that the following be provided:

- a. A primary transmit/receive frequency in the VHF \_\_\_\_\_ UHF \_\_\_\_\_ spectrum.
- b. Transmit/receive capability on 121.5 MHz \_\_\_\_\_ 243.0 MHz \_\_\_\_\_
- c. Light gun: Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Southwest Region mobile tower requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Purpose of tower:

\_\_\_\_\_ Air show      \_\_\_\_\_ Fly-In Breakfast      \_\_\_\_\_ Airmeet  
 \_\_\_\_\_ Civic      \_\_\_\_\_ Rally      \_\_\_\_\_ Sports Event/s

Coordinates of airport involved: \_\_\_\_\_ Longitude \_\_\_\_\_ Latitude

Personnel from the \_\_\_\_\_ Tower, \_\_\_\_\_ will staff the temporary tower. Please advise which of your offices will provide the necessary equipment and maintenance support.

\_\_\_\_\_ Service to be provided on a nonreimbursable basis.

\_\_\_\_\_ Service to be provided on a reimbursable basis. To aid you in your coordination with ASW-50, the Air Traffic cost estimate is \$ \_\_\_\_\_.

If additional information is required, please contact \_\_\_\_\_, extension \_\_\_\_\_.

Philip F. Jones, III

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# Memorandum

APPENDIX 4. SAMPLE MEMO TO THE FACILITY  
THAT WILL PROVIDE STAFFINGSubject: ACTION: Request for Temporary Tower \_\_\_\_\_ Date:  
\_\_\_\_\_ (location), \_\_\_\_\_ (dates)From: Manager, System Requirements Branch, ASW-510 Reply to  
Attn. of: ASW-511C

To:

We request \_\_\_ controllers from your facility be provided to staff the temporary tower at the subject airport between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m.

Personnel participating in this assignment should be examined and issued an appropriate temporary rating as prescribed in Order 7220.1, paragraph 44. Upon completion of the temporary tower detail, all documentation associated with the temporary certificate may be canceled.

Ensure close coordination between the facility providing approach control service and the temporary tower to maintain a safe and efficient flow of traffic. Reference Order 7110.65, chapters 2, 3, and 4.

Please coordinate with the associated AFSS/FSS so that the appropriate NOTAM and notification actions are accomplished to advise the users of this airport. In addition to the normal format, the NOTAM shall include the following:

The frequency/frequencies to be used are:

_____ MHz Local Control	_____ MHz Ground Control
_____ MHz Receive Only	_____ MHz (UHF for military)
<u>121.5</u> MHz Emergency	_____ MHz (UHF emergency)

The \_\_\_\_\_ AFS office will provide the necessary equipment and maintenance support.

Please furnish this office with the following information within 5 workdays after completion of temporary tower service:

- Total man-hours used.
- Number of overtime hours used.
- Actual per diem and/or travel expenses (indicate travel by POV or GOV).
- Total aircraft operations.
- Resume of problems encountered.

Philip F. Jones, III

cc: ASW-540



U.S. Department  
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APPENDIX 5. SAMPLE LETTER TO THE SPONSOR NOTIFYING THAT TEMPORARY  
TOWER SERVICE WILL BE PROVIDED ON A REIMBURSABLE/NONREIMBURSABLE BASIS

Southwest Region  
Arkansas, Louisiana,  
New Mexico, Oklahoma,  
Texas

Fort Worth, Texas 76193-0000

Name  
Address  
Location

Dear \_\_\_\_\_:

We will be pleased to furnish temporary air traffic control service at (location) \_\_\_\_\_, (Date) \_\_\_\_\_, from (Time) \_\_\_\_\_, to (Time) \_\_\_\_\_, on a reimbursable/nonreimbursable basis.

The Federal Aviation Administration will provide communications equipment. Controller personnel from the (Facility), \_\_\_\_\_ will staff the temporary tower. (Name) \_\_\_\_\_, (Telephone No.) \_\_\_\_\_, will be available for coordination of details pertaining to this project.

The temporary tower service is limited to separation of arriving and departing aircraft using designated landing area/runways only. Control of aircraft moving to, from, and in the parking areas will remain the responsibility of the airport management, aircraft operators, and/or pilots concerned. We, therefore, suggest that you take whatever action is necessary to properly designate parking and servicing areas, taxi routes, etc., prior to the date temporary tower service will be provided. Any unusual field or airport conditions, terrain problems, or similar items that you feel will be a factor in the safe operations of aircraft to or from (place) \_\_\_\_\_ should be brought to the attention of (Name) \_\_\_\_\_, prior to our provision of temporary tower service. We understand a tower structure is available; however, if you find any problems with the structure, please advise (Name) \_\_\_\_\_.

Please feel free to contact us if we may be of further service to you.

Sincerely,

Philip F. Jones, III  
Manager, System Requirements Branch