U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

ORDER JO 7110.50A

Effective Date
March 11, 2011

SUBJ: Requesting a Letter of Authorization for Reduced Air Traffic Control Separation Standards at Recurring Air Shows or Fly-Ins

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1. Purpose of This Order. This order establishes the process for requesting a Letter of Authorization (LOA) for reduced air traffic control separation standards at recurring air shows or fly-ins. It standardizes and defines mitigation strategies associated with reduced air traffic control separation standards during these events and will assist air traffic control and the flying community by providing an acceptable level of safety by increasing participation and individual awareness during periods of high traffic volume. First time fly-ins and previously approved fly-in waivers that are updated to reflect additional waived paragraphs or the application of additional mitigations are not covered by this order.

2. Audience. This order applies to the Terminal Services organization and all associated air traffic control facilities.

3. Where Can I Find This Order? This order is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/.

4. Cancellation. This order cancels Federal Aviation Administration Order 7110.50, Guidelines for the Control of Air Traffic at Aerial Demonstrations and Fly-Ins, effective August 2, 1972.

5. Policy. Air traffic organizations that are responsible for developing special air traffic procedures to accommodate the increased volume of air traffic generated by a major aviation event, such as an air show or fly-in, will first attempt to meet the increased demand in accordance with existing agency directives. If adhering to standard separation requirements would negatively affect the safety of the aviation event, and as such the safety of the National Airspace System (NAS), as defined in the current version of the Safety Management System (SMS) Manual, then the air traffic facility may apply for an LOA and apply the safety mitigation strategies outlined in Section 7, Requirements for Granting a Letter of Authorization. The mitigation strategies outlined in Section 7 of this order are the same mitigations that have been applied consistently in previous waivers granted by Terminal Services, Safety Services, and Air Traffic Safety Oversight Service (AOV) under the section entitled "Special Provisions, Conditions, and Limitations" of the waiver. These mitigations have been demonstrated to provide an acceptable level of safety; this order looks to standardize those requirements so that they are consistently applied, thus alleviating the requirement for the Service Area to apply for a waiver.

6. Procedures.

a. Each terminal facility that is requesting to operate with reduced air traffic control separation standards must:

(1) Submit a written request to the Director, Terminal Safety and Operations Support, through the appropriate Service Area Director, for each paragraph in the FAA Order 7110.65, Air Traffic Control, listed in Section 7 from which they are seeking relief. To ensure timely processing, the request should be submitted to the Service Area at least 150 days prior to the scheduled event date.

(2) Complete Appendix A, Justification Criteria for Letter of Authorization, in full, and submit it together with all the other required documentation listed in this order.

(3) Upon LOA approval, implement all the mitigation strategies listed under "Safety Requirements," as appropriate, prior to and/or during the air show or fly-in, including the publication of all relevant information (for example, Notice to Airmen Publication (NTAP), Letter to Airmen (LTA)).

(4) Upon completion of the event, complete Appendix B, Post Fly-In Event Checklist: Exit Debriefing Summary. Retain Appendix B to assist in the completion of Appendix A for the next aviation event, air show, or fly-in.

b. The Service Area must:

(1) Upon receipt of a facility request for an LOA, thoroughly review the package for content accuracy, and make sure that it is inclusive of the following documents: request for an LOA with all applicable paragraphs, copy of the special event standard operating procedure (SOP), all applicable supporting documentation including NOTAMS/LTA/airport diagrams, and Appendix A.

(2) Complete Sections 13 and 14 of Appendix A, as appropriate.

(3) Forward the entire request to the Director, Terminal Safety and Operations Support, through the ATC Procedures Group (APG) (Mailbox: 9-AJV-HQ-ATCPO/AWA/FAA) at least 120 days before the scheduled event date.

c. Terminal Procedures must:

(1) Upon receipt of the facility request from the Service Area, thoroughly review the package for content accuracy, and make sure that it is inclusive of the following documents: request for an LOA with all applicable paragraphs, copy of the special event SOP, all applicable supporting documentation including NOTAMS/LTA/airport diagrams, and Appendix A.

(2) If any inconsistencies are found in the submitted package, coordinate with the Service Area to address and correct those inconsistencies.

(3) Complete section 15 of Appendix A, as appropriate.

(4) Issue an LOA consistent with the requirements stipulated in Section 7.

7. Requirements for Granting a Letter of Authorization.

a. An LOA may be granted for FAA Order 7110.65, Paragraphs 3-10-3a1a, a1b, a2a, and a2b, Same Runway Separation, for arriving aircraft. Separation may be reduced to 1,500 feet when a Category I aircraft is landing behind a Category I or II aircraft. Separation may be reduced to 3,000 feet when a Category II aircraft is landing behind a Category I or II aircraft.

Air traffic facilities requesting this LOA for a reduction of standard runway separation between successive arrivals on the same runway, to increase runway capacity, will implement the following safety requirements:

(1) Identify or establish fixed runway distance markers to act as a landing spot for arrival aircraft.

EXAMPLE-
Runway separation is reduced to 1,500 feet between Category I aircraft. The airport sponsor may paint or place brightly colored markings on or adjacent to the runway at 1,500 feet and 3,000 feet from the threshold of the arrival runway. The first aircraft will be advised to touch down on the brightly colored marker at 3,000 feet. The subsequent aircraft will be advised to touch down on the brightly colored marker at 1,500 feet. The third aircraft will be advised to touch down on the numbers of the arrival runway. When the first and second aircraft have cleared the runway the third aircraft may be advised to continue approach and touch down on the brightly colored marker 3,000 feet down the runway. Thus, the aircraft are always no less than 1,500 feet apart on the runway. Certified professional controllers (CPC) should avoid allowing aircraft to actually touch down on the numbers in order to prevent "fly-overs" on the runway.

(2) Conduct operations using the reduced separation between successive arrivals on the same runway only during daytime visual flight rules (VFR) conditions.

(3) Conduct all operations using the reduced separation on dry pavement.

(4) Utilize VFR metering procedures to control the stream of arrival aircraft to the airport.

NOTE-
VFR metering procedures may utilize radar or a remote VFR staging facility located near the edge of the surface area airspace, or approximately 5 miles away from the airport. If a remote location is used, the location should be a prominent geographical landmark where controllers will use VHF air-to-ground communication and visual means of identifying aircraft. All VFR arrivals are required to report over this landmark for sequencing to the airport. The remote location should have land-line, radio, or cell phone communication with the primary control tower for coordination of arrival flows and emergency procedures. An alternative to establishing a remote VFR staging facility is to establish procedures in the special event SOP to provide guidance to the local control position in holding aircraft away from the airport in an effort to meter the flow of traffic to the airport.

(5) Use spotters to assist local controllers in identifying aircraft, facilitating arrival sequencing, coordinating with other tower cab positions, and scanning the runway for aircraft and vehicle activities that may compromise the safety of the operation.

(6) Define the duties of the spotter and associated arrival procedures in the facility or special event SOP and the CPC's control tower operator (CTO) training.

(7) Address special reduced arrival separation standards in the NTAP and LTA.

b. LOA may be granted for FAA Order 7110.65, Paragraphs 3-9-6 a1, a2, and a3, Same Runway Separation, for departing aircraft. Separation may be reduced to 1,500 feet when only Category I aircraft are involved. Separation may be reduced to 1,500 feet when a Category I aircraft is preceded by a Category II aircraft. Separation may be reduced to 3,000 feet when either the succeeding or both are Category II aircraft.

Air traffic facilities requesting this LOA for a reduction of standard runway separation between successive departures on the same runway, to increase runway capacity, will implement the following safety requirements:

(1) Identify or establish fixed runway distance markers for CPCs to determine distance between subsequent departures on the same runway. The distance markers may consist of runway markers of known distance, runway intersections, or markers placed on or near the runway at known distances.

(2) Conduct operations using the reduced separation between subsequent departures on the same runway only during daytime VFR conditions.

(3) Conduct all operations using the reduced separation on dry pavement.

(4) Use spotters to assist local controllers in determining the departure sequence, coordinating with other tower cab positions, and scanning the runway for aircraft and vehicle activities that may compromise the safety of the operation.

c. LOA may be granted for FAA Order 7110.65, Paragraphs 3-10-4a1 and a2, Intersecting Runway Separation.

Air traffic facilities requesting this LOA for a reduction of standard separation of arrivals and/or departures on converging, nonintersecting runways will implement the following safety requirements:

(1) Ensure runway markings clearly define the permanent or temporary runways in use.

(2) Use spotters to assist in ensuring pilot compliance with special procedures or instructions, coordinating with other tower cab positions, and scanning the runway for aircraft and vehicle activities that may compromise the safety of the operation.

(3) Define the duties of the spotter and associated arrival and/or departure procedures in the facility or the special event SOP and the CPC's CTO training.

(4) Address special reduced arrival and/or departure separation standards in the NTAP and LTA.

d. LOA may be granted for air traffic facilities requesting relief from standard communication requirements, including identification of an aircraft by aircraft type and call sign, as well as verbal pilot acknowledgements for ATC instructions, and any of the additional paragraphs in FAA Order 7110.65 listed below.

Note: When a facility chooses to request a waiver on additional paragraphs that were not included in the previously approved LOA or previously approved waiver; SRM must be applied to the deltas (newly requested paragraphs to be waived and/or the application of new mitigations) and documented within a Safety Risk Management Document (SRMD), and submitted as part of a complete waiver package to Terminal Services, Office of Safety (AJS) and AOV for approval/acceptance.

(1) 2-4-3a, Pilot Acknowledgement/Readback.

(2) 2-4-8, Radio Message Format.

(3) 2-4-9, Abbreviated Transmissions.

(4) 2-4-19, Facility Identification.

(5) 2-4-20, Aircraft Identification.

(6) 2-7-2c3, Altimeter Setting Issuance below Lowest Usable Flight Level.

(7) 2-9-2b and d, Operating Procedures.

(8) 3-1-3, Use of Active Runways.

(9) 3-1-4, Coordination between Local and Ground Controllers.

(10) 3-1-6, Traffic Information.

(11) 3-9-1, Departure Information.

(12) 3-10-1, Landing Information.

Air traffic facilities requesting this LOA to standard communication requirements will implement the following safety requirements:

(1) VFR metering procedures will be utilized in order to control the stream of arrival aircraft to the airport.

NOTE-
VFR metering procedures may utilize radar or a remote VFR staging facility located near the edge of the surface area airspace, or approximately 5 miles away from the airport. If a remote location is used, the location should be a prominent geographical landmark where controllers will use VHF air-to-ground communication and visual means of identifying aircraft. All VFR arrivals are required to report over this landmark for sequencing to the airport. The remote location should have land-line, radio, or cell phone communication with the primary control tower for coordination of arrival flows and emergency procedures.

(2) Use spotters to assist local controllers in identifying aircraft, facilitating arrival sequencing, coordinating with other tower cab positions, and scanning the runway for aircraft and vehicle activities that may compromise the safety of the operation.

(3) Define the duties of the spotter and associated arrival and/or departure procedures in the facility or the special event SOP and the CPC's CTO training.

(4) Address special communication procedures in the NTAP and LTA.

NOTE-
At temporary tower locations, the ratio of non-radio equipped aircraft to those with radio is usually so high that requiring aircraft to hold at outer fixes will only result in penalizing the radio-equipped aircraft. Consideration should be given to blending the radio-equipped aircraft in with those without radios. It may be preferable to establish a general flow of traffic rather than issuing entry into traffic pattern instructions to individual aircraft. Another possibility is to limit control to preventative control, rather than trying to provide individual landing clearances.

e. LOA may be granted for FAA Order 7110.65 as follows:

Paragraph 3-9-4n, Line Up And Wait (LUAW), Paragraph 3-9-9b, Takeoff Clearance, and Paragraphs 3-10-5a, b, c, and d, Landing Clearance. In addition, Lakeland (LAL) ATCT, Paragraph 3-9-4d, Oshkosh (OSH) ATCT and Fond du Lac (FLD) ATCT, Paragraphs 3-9-4a, b, c, d and i.

Air traffic facilities managing operations for an air show or fly-in that are seeking deviation from LUAW will implement the following requirements:

(1) Separate arrival and departure responsibilities between two local control positions on the same runway. One local control will be responsible for arrival operations. The second local control will be staged at the departure runway.

(2) Designate a spotter at the departure local control position as the local assist/monitor position for the purposes of LUAW. The spotter will scan the final for arrival aircraft and advise the departure local controller to terminate departures in time to ensure the required runway separation between the arrival and the departure aircraft.

(3) Conduct LUAW only from sunrise to sunset.

(4) Define the duties of the spotter and associated arrival and/or departure procedures in the facility or the special event SOP and the CPC's CTO training.

(5) Address LUAW separation standards in the NTAP and LTA.

f. LOA may be granted for FAA Order 7110.65, Paragraphs 3-8-3b and c, Simultaneous Same Direction Operation, to LAL ATCT only. LAL ATCT is authorized to permit lightweight single-engine and twin-engine propeller-driven aircraft to conduct simultaneous, same direction operations with other aircraft categories on parallel runways, Runways 9L/27R and 9R/27L, with centerlines separated by 400 feet instead of 700 feet.

Air traffic controllers at LAL must provide instructions utilizing visual means and/or two-way radio communications. All other provisions of Paragraph 3-8-3 still apply.

g. LOA may be granted for FAA Order 7210.3, Paragraph 2-2-3, Position Responsibility, Paragraph 2-2-6b, Sign In/Out and On/Off Procedures, Paragraph 4-6-5, Preparation of FAA Form 7230-4, Paragraph 4-6-6, FAA Form 7230-10, Position Log, and Paragraph 10-1-7, Use of Active Runways.

h. LOA may be denied under the following circumstances:

(1) NOTAM information that is intended for publication, or is already published, is inaccurate or incomplete.

(2) The enclosed special event SOP reveals that all appropriate mitigations developed in this order are not fully implemented.

(3) A determination is made consistent with Appendix A, Section 1, that air carrier (FAR 121) and air taxi operations (FAR 135) have not been appropriately segregated.

(4) A determination is made consistent with Appendix A, Section 14, that there is not enough of a demonstrated need to justify the approval of an LOA.

8. Development of Standard Operating Procedures.

Air Traffic Facilities requesting an LOA must develop and submit a special event SOP as stipulated in section 6. This directive can include, but not limited to:

a. Narrative that provides an overview of the type of event, expected traffic levels, and mixture of expected aircraft.

b. Departure procedures. Include duties of the spotter, if applicable.

c. Arrival procedures. Include duties of the spotter, if applicable.

d. Automatic Terminal Information Service (ATIS) operating procedures.

e. Procedures for the use of active runways.

f. Ground traffic movement.

g. Description of coordination between local and ground control positions.

h. Communication procedures.

i. LUAW procedures.

j. VFR arrival metering procedures.

k. VFR holding procedures.

9. Dissemination of special fly-in procedures utilizing NOTAMs, Letters to Airmen (LTA), ATIS, and Letter of Agreement.

Air traffic facilities requesting an LOA must disseminate the following information. This information can include, but is not be limited to:

a. Publication of a narrative description of the special air traffic control (ATC) procedures and, if appropriate, a graphic chart of the area. The narrative description of the procedures may include, but need not be limited to the following items:

(1) Control tower hours of operation and frequencies.

(2) Traffic patterns.

(3) VFR arrival procedures, effective times and dates.

(4) VFR departure procedures, effective times and dates.

(5) Clearly defined runway markings delineating 1,500 feet and 3,000 feet. (See Appendix D, Example of Defined Runway Markings).

(6) ATIS information.

(7) Airport closings.

(8) Flight plans and weather information.

(9) Anticipated arrival delays.

(10) Anticipated departure delays.

(11) Description of the temporary or mobile tower and its specific location on the airport.

b. The graphic chart of the area may include, but need not be limited to, the following items:

(1) Outer visual holding/reporting points and the frequency on which to contact arrival control. Frequency assignment may also be made on the basis of aircraft headings to the airport. It may also be desirable to depict 5- and 10-, 15- or 20-mile radius circles.

(2) Where ATIS is available, indicate the frequencies and the fact that pertinent arrival and departure information will be broadcast.

(3) Control tower hours of operation. Description of temporary or mobile tower and its specific location on the airport.

(4) Effective times and dates of the special procedures.

c. Special air traffic procedures regarding pilot acknowledgement for radio communications, including no radio (NORDO) procedures.

(1) If the arrival of NORDO aircraft is anticipated (for example, vintage aircraft or any other aircraft without radio capability), the facility must describe the procedures to be used for NORDO aircraft. Each facility must establish and disseminate NORDO procedures that include pre-coordination, reporting points, and any other required procedures for handling these operations.

(2) If the arrival of NORDO aircraft is unanticipated (for example, aircraft that have a radio failure or other emergency that prevents them from communicating with the tower, or a pilot fails to check NOTAMs at an event where a temporary tower has been established), these NORDO events will be managed in accordance with standard FAA Order 7110.65 direction.

d. Cautionary advisory requirements for equipment, vehicles, and/or personnel that may be operating near or in the runway safety area.

e. Information on movement and nonmovement areas.

f. Information will be made available for broad distribution using:

(1) Mass mailings

(2) Web sites.

(3) Briefing materials to automated flight service station personnel.

(4) LTA and/or NOTAMs.

g. Event sponsors may be asked by the air traffic facility to assist in the distribution of pilot education and briefing materials.

NOTE-
Facilities may want to utilize the possible availability of an Experimental Aircraft Association sponsored Web site or mailing list to offset cost and facilitate a more encompassing distribution strategy.

h. Every effort should be made by the air traffic facility to disseminate information in a timely fashion to the pilot community and to the personnel working the event.

10. Equipment.

a. FAA certified equipment will be used for communications between ATC and aircraft.

b. All ATC communications should be recorded to the extent possible. (It is understood that some remote temporary ATC applications do not have facilities available to record radio or telephone communications.)

11. Training and Control Tower Operator (CTO) examinations.

a. All air traffic personnel will be briefed and provided training on the new or special air traffic procedures developed in support of an air show or fly-in. This will include, but is not limited to:

(1) SOPs and Notices.

(2) NOTAMs.

(3) Letter of Agreements.

b. At temporary ATC facilities developed to support an air show or fly-in, ATC specialists must complete a CTO examination developed in accordance with FAA Order 8000.90, AOV Credentialing and Control Tower Operator Certification Programs.

12. Distribution. This order is distributed to the following Air Traffic Organization (ATO) service units: Terminal, En Route and Oceanic, Safety, and System Operations Services; the Flight Standards Directorate; AOV; the Office of the Chief Counsel; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

13. Background. Air show and fly-in events often generate volumes of traffic that exceed the busiest commercial airports in the country. Air traffic personnel frequently develop special air traffic mitigating procedures to accommodate the sudden increase of air traffic generated by these aviation events. Each year, FAA field facilities involved in air show events submit numerous waivers through their

corresponding Service Area to the Terminal Services Unit. Terminal Services then submits the finalized waiver to AOV for their approval through the Safety Services Unit.

Standard ATC separation is defined in FAA Order 7110.65. These separation standards have been validated, revised, and revalidated through years of experience in a rapidly growing and evolving ATC system—the NAS. The rules regarding separation of aircraft have an inherent level of safety built into the separation standard. When air traffic facilities request a waiver of the separation standard, they must develop and implement other safety mitigation strategies to provide an acceptable level of safety as the safety provided in the original separation standard.

The current system of acquiring a waiver of separation standards requires lengthy lead-time and a work intensive review of each waiver. Often these waiver requests are submitted year after year with virtually no change to the request. However, given the temporary nature of these air shows or fly-ins, the waiver requests are considered by AOV to be new requests each year.

In an effort to reduce the workload in preparing, reviewing, and approving the annual waiver requests and associated Safety Risk Management (SRM) Document as required by FAA Order 1100.161, Air Traffic Safety Oversight Service, Terminal Services, in concert with Safety Services and AOV, has proposed this order that provides the necessary guidance to air traffic facilities in submitting a request for an LOA. This will allow air traffic facilities to implement "accepted mitigation strategies" at their respective events to ensure the safety of the reduction of air traffic separation requirements. Use of the "accepted strategies" eliminates the need for the air traffic facility to conduct a full SRM study in support of their annual waiver request for a fly-in, air show, or special aviation event. These procedures will be approved through the issuance of an LOA. Changes to operational procedures not studied or addressed in a previous LOA or previously approved waiver, will have to be studied using the SMS/SRM process and submitted for review and approval in accordance with the ATO SMS Manual. Application of these procedures will be nationwide for all permanent and temporary FAA and contract control towers.

14. Related publications.

a. FAA Order 1100.161, Air Traffic Safety Oversight

b. FAA Order 7110.65, Air Traffic Control

c. FAA Order 7210.3, Facility Operation and Administration

d. FAA Order 7210.56, Air Traffic Quality Assurance

e. FAA Order 8000.90, AOV Credentialing and Control Tower Operator Certification Programs

f. FAA Order1000.37, ATO SMS

g. ATO SMS Manual

Steven M. Osterdahl
Vice President, Terminal Services
Air Traffic Organization

3/4/11
Date Signed

Appendix A. Justification Criteria for Letter of Authorization

Please complete this checklist and include this form with the other required documentation to assist in the justification for a Letter of Authorization (LOA) for your requested operation.

1. Aircraft Operations.

What type of aircraft operations do you anticipate working during the fly-in or special event? (Check all appropriate boxes)

☐ General Aviation (FAR 91) – Single Engine	☐ Air Carrier (FAR 121) – Jet
☐ General Aviation (FAR 91) – Twin Engine	☐ Air Carrier (FAR 121) – Turboprop
☐ General Aviation (FAR 91) – Helicopter	☐ Air Carrier (FAR 121) – Prop
☐ General Aviation (FAR 91) – Sailplane	☐ Air Carrier (FAR 135) – Jet
☐ General Aviation (FAR 103) – Ultralight	☐ Air Carrier (FAR 135) – Turboprop
☐ General Aviation (FAR 91) – Balloon	☐ Air Carrier (FAR 135) – Prop

NOTE-
An LOA cannot be granted unless special provisions are made to segregate the air carrier (FAR 121) and air taxi operations (FAR 135) from general aviation fly-in/special aviation event itinerant aircraft. You must receive approval from Terminal Procedures at FAA Headquarters in advance of your request for an LOA. Please submit a written request to Terminal Procedures through the appropriate Service Area, outlining the special provisions you will institute during the fly-In/special aviation event. The number of anticipated scheduled air carrier/air taxi operations must be included in this request.

2. Hourly Airport Arrival Operations.

Please indicate below the average hourly **arrival** traffic count, when using standard runway separation, for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count

3. Hourly Airport Departure Operations.

Please indicate below the average hourly **departure** traffic count, when using standard runway separation, for each runway configuration that will be used during the fly-in/special event.

Departure Runway Configuration	Average Hourly Traffic Count

4. Hourly Airport Arrival Operations – Reduced Separation.

If you are requesting to provide **less than standard runway separation** between successive arrivals, please indicate below the average hourly arrival traffic count, when using reduced runway separation, for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count

5. Hourly Airport Departure Operations – Reduced Separation.

If you are requesting to provide **less than standard runway separation** between successive departures, please indicate below the average hourly departure traffic count, when using reduced runway separation, for each runway configuration that will be used during the fly-in/special event.

Departure Runway Configuration	Average Hourly Traffic Count

NOTE-
An example for filling out items 2, 3, 4, and 5 can be found in appendix C.

6. What was the total traffic count from previous fly-ins or special events at this airport?

Year	Total Traffic Count

7. Demonstrated Safety Record – During previous fly-in/special event.

Please describe any air traffic incidents or accidents that occurred during the last fly-in/special event at this airport while operating with reduced separation. (Do not include any accidents or incidents that occurred during the air show or aerobatic demonstration activity period). Please describe a synopsis of the event and any additional mitigation that may have been implemented to prevent this type of incident or accident.

Description:

Additional Mitigation:

8. Significant Changes from Prior Request.

Are there any significant changes to your current Letter of Authorization request when compared to your last Letter of Authorization for which you received an approval? For example: additional (7110.65 or 7210.3) paragraphs cited, additional mitigations, new airport venue or different airport layout (new runways or taxiways) changes, or ATCT equipment changes.

☐ Yes (***Fly-In request is not covered under this order, therefore the facility needs to submit a waiver request with a supporting Safety Risk Management Document to AJT***)

☐ No

9. Please list the estimated arrival and departure times associated with this fly-in/special event.

Date	Arrival Times	Departure Times

10. Will a temporary control tower (mobile) be established? ☐ Yes _____ (Airport ID)
☐ No

11. Will all appropriate personnel be trained and credentialed (CTO Certificate) to meet the need of the fly-in/special event? ☐ Yes ☐ No (Please provide an explanation).

12. Please forward your completed request (including this completed appendix) to the appropriate Service Area. Please include all of the following:

- ☐ Request for a Letter of Authorization with all applicable paragraphs.
- ☐ A copy of your Special Event SOP.
- ☐ All applicable supporting documentation, including NOTAMS/LTA/airport diagrams etc.

I have verified that this LOA request contains all the required information and the appropriate paragraphs are being cited. (Please review the current version of the 7110.65/7210.3 to make sure the paragraphs in your LOA request are the correct paragraphs.)

Signature/Date _____
(Appropriate Field Level POC)

13. Based on the review of the SOP and available NOTAM information, are the proper paragraphs cited in the requested Letter of Authorization?

☐ **Yes – Signature/Date _____**
(Appropriate Service Area POC)

☐ **No** – Please have the facility update their request for an LOA to include all appropriate paragraphs.

14. Demonstrated Need for Reduced Separation:

(Upon review of all the supporting documentation, the Service Area is expected to issue their concurrence or nonconcurrence on the request for authorization. The question that needs to be answered is the following: Based upon the increase in the level of anticipated traffic activity, is this airport better served by granting an authorization to operate with reduced separation standard than it would be if they had to meet the anticipated increase in traffic demand while still applying standard separation rules? In other words, is it safer to operate with an LOA granting relief from applying required separation than it would be without it?)

The Director, Terminal Operations Service Area,

(Check One)
☐ I concur

☐ I do not concur with the request for a reduction of runway separation during this fly-in/special event.

Signature/Date _____

Explanation for nonconcurrence:

15. Approval from Terminal Safety and Operations Support:

(Upon receipt of all the supporting documentation, including initial concurrence from the Service Area, the Terminal Service Unit is then expected to conduct a comprehensive review of the entire package for accuracy, completeness, and adherence to mandated requirements of the fly-in order and then issue an LOA). Based on the review of the SOP and available NOTAM information, are the proper paragraphs cited in the requested Letter of Authorization?

☐ **Yes – Signature/Date _____**
(Terminal Procedures POC)

☐ **No** – Please have the Service Area coordinate with the facility to update their request for an LOA to include all appropriate paragraphs.

☐ **Terminal supports the issuance of a Letter of Authorization.**

☐ **Terminal does not support the issuance of a Letter of Authorization.**

Explanation for not granting Letter of Authorization:

Appendix B. Post Fly-In Event Checklist: Exit Debriefing Summary

A report including the following information must be completed after each fly-in event to assist in the completion of Appendix A, Justification Criteria for Letter of Authorization, for the next subsequent fly-in.

Facility Sponsoring Event:

Date(s) of Fly-In:

Location of Fly-In:

Total Traffic Count During Fly-In Event:

(Attach Copy of Daily Traffic Record, FAA Form 7230-1)

Peak Hourly Count:

List any incidents/accidents that occurred during the fly-in portion of the event and attach a copy of the preliminary accident or incident report:

Describe any additional mitigations or procedural changes to your existing SOP that may be warranted as a result of any air traffic incidents or accidents:

Describe any other procedural problems noted during the fly-in:

Describe areas of needed improvement as applicable:

- Controller training
- Pilot education
- Air traffic procedures
- Inter/intra facility coordination
- Facility staffing
- Facility equipment and layout
- Remote location, equipment, and set-up procedures

Appendix C. Example from Sun 'n' Fun

2. Hourly Airport Arrival Operations.

Please indicate below the average hourly **arrival** traffic count, when using standard runway separation, for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count
9R	15
9L	70
27R	70
27L	15

3. Hourly Airport Departure Operations.

Please indicate below the average hourly **departure** traffic count, when using standard runway separation, for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count
9R	100
9L	1
27R	1
27L	100

4. Hourly Airport Arrival Operations – Reduced Separation

If you are requesting to provide **less than standard runway separation** between successive arrivals, please indicate below the average hourly departure traffic count, when using reduced runway separation, for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count
9R	30
9L	140
27R	140
27L	30

5. Hourly Airport Departure Operations – Reduced Separation

If you are requesting to provide **less than standard runway separation** between successive departures, please indicate below the average hourly departure traffic count, when using reduced runway separation, for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count
9R	250
9L	5
27R	5
27L	250

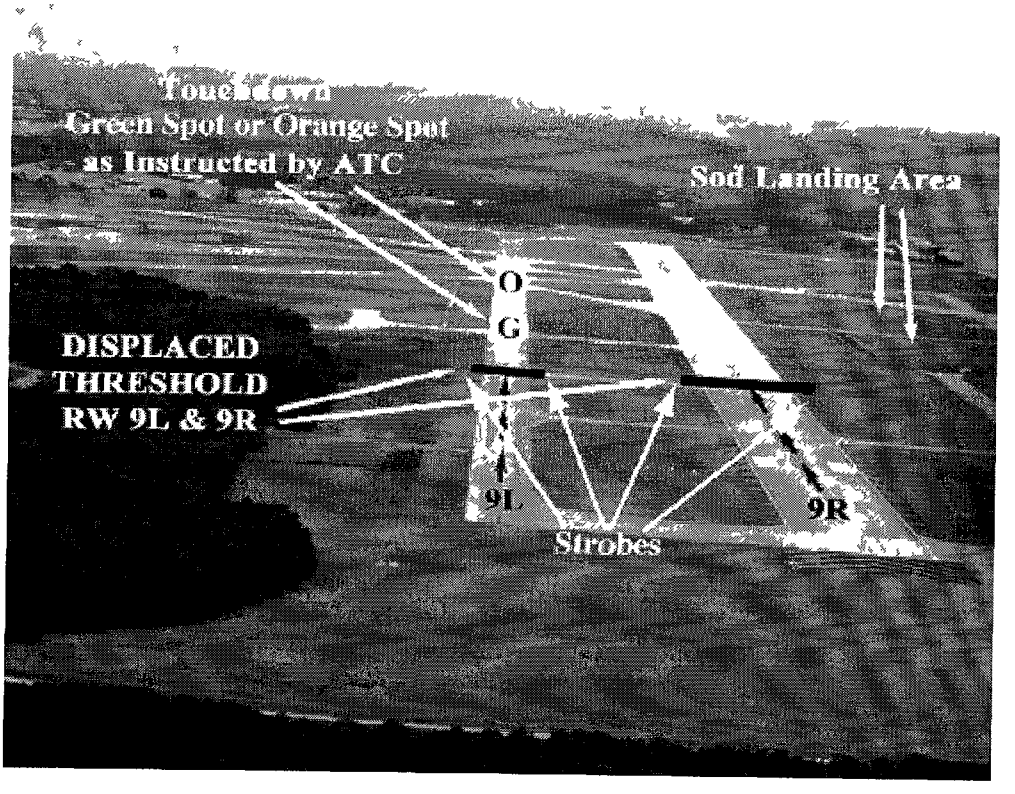
Appendix D. Example of Defined Runway Markings

Sun n Fun Fly-In Procedures Effective April 19-20

TRAFFIC PATTERN
(Continued)

Runways 9L or 9R:

If landing 9L, you may be instructed by the tower controller to land on either the GREEN or ORANGE spot



IMPORTANT -
Runway 9L 27R is a narrow strip 75 feet wide which is usually a taxiway.