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

ORDER JO 7110.50C

Effective Date:
December 3, 2018

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

1. Purpose of This Order. This order establishes the process for requesting a Letter of Authorization for reduced air traffic control (ATC) separation standards at recurring air shows or fly-ins. First time fly-ins and previously approved fly-in authorizations 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 Air Traffic Procedures, Headquarters (HQ), and all associated air traffic control facilities.

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

4. Cancellation. This order cancels Federal Aviation Administration Order JO 7110.50B, Requesting a Letter of Authorization for Reduced Air Traffic Control Separation Standards at Recurring Air Shows or Fly-Ins, effective February 22, 2013.

5. Explanation of Policy Changes. This change updates organizational identification in Paragraphs 2, 6, 7, 14 and 15. It also removes Paragraph 13, Training and Control Tower Operator (CTO) examinations, from FAA Order JO 7110.50B in accordance with the Air Traffic Safety Oversight Service (AOV) Corrective Action Plan (CAP), COMP-FY16-12, recommendation.

6. 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 a Letter of Authorization and apply the safety mitigation strategies outlined in Section 8, Requirements for Granting a Letter of Authorization. The mitigation strategies outlined in Section 8 of this Order are the same mitigations that have been applied consistently in previous authorizations granted by Air Traffic Procedures, Safety and Technical Training, and AOV, under the section entitled “Special Provisions, Conditions, and Limitations” of the authorization. These mitigations have been demonstrated to provide an acceptable level of safety. This order standardizes those requirements so that they are consistently applied, thus alleviating the requirement for the Service Area to apply for a waiver.

7. 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, Air Traffic Procedures, Headquarters, through their appropriate Service Area Director, for each paragraph in FAA Order JO 7110.65 that they are seeking relief (see Section 8). To ensure timely processing, the request for a Letter of Authorization should be submitted through their appropriate 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 along with the required documentation listed in this order.

(3) Upon approval, implement 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, Graphic Notice for incorporation in the Notice to Airmen Publication, 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 a Letter of Authorization, thoroughly review the package for content accuracy and ensure that it is inclusive of the following documents:

(a) Request for a Letter of Authorization with all applicable paragraphs, and

(b) Current copy of the special event standard operating procedures (SOP), and

(c) Current copy of the facility training manual, and

(d) All applicable supporting documentation including Graphic Notice/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, Air Traffic Procedures, Headquarters, through the Air Traffic Procedures Support Group (Mailbox: 9-AJV-8-HQ-Correspondence@faa.gov) at least 120 days before the scheduled event date.

c. Air Traffic Procedures, HQ, must:

(1) Upon receipt of the request, thoroughly review the package for content accuracy and ensure that it is inclusive of the documents listed in subparagraph b(1)(a) through b(1)(d).

(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 a Letter of Authorization consistent with the requirements stipulated in Section 8.

8. Requirements for Granting a Letter of Authorization for FAA Order JO 7110.65, *Air Traffic Control*. Air Traffic Procedures, HQ, may issue a Letter of Authorization to the following paragraphs, as required:

a. Paragraph 3-10-3a1(a), 3-10-3a1(b), 3-10-3a2(a), and 3-10-3a2(b), Same Runway Separation, for arriving aircraft.

Separation may be reduced to 1,500 feet when a Category I aircraft is landing behind either a Category I or Category II aircraft. Separation may be reduced to 3,000 feet when a Category II aircraft is landing behind either a Category I or Category II aircraft.

Air traffic facilities requesting a Letter of Authorization to reduce standard runway separation between successive arrivals on the same runway must 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 second 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 exited 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. Controllers should avoid allowing aircraft to actually touch down on the numbers in order to prevent "fly-overs" from occurring.

(2) Operations using reduced separation between successive arrivals on the same runway will only be conducted during daytime visual flight rules (VFR) conditions.

(3) All operations using reduced separation are conducted on dry pavement.

(4) A remote VFR location will be used to meter the number of aircraft permitted in the traffic pattern.

NOTE-
VFR metering procedures may use either 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 can be required to report or overfly this landmark for sequencing to the airport. The remote location should have landline, radio, or cell phone communication with the primary airport traffic control tower (ATCT) 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 inbound 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 facility training manual.

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

b. Paragraph 3-9-6 a1, 3-9-6a2, and 3-9-6a3, Same Runway Separation, for departing aircraft.

Separation may be reduced to 1,500 feet when only a Category I aircraft is 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 aircraft or both are Category II aircraft.

Air traffic facilities requesting a Letter of Authorization to reduce standard runway separation between successive departures on the same runway must implement the following safety requirements:

(1) Identify or establish fixed runway distance markers to determine the distance between successive departures. The distance markers may consist of runway markers of known distance, runway intersections, or markers placed on or near the runway at specified locations.

(2) Operations using reduced separation between successive departures will only be conducted during daytime VFR conditions.

(3) All operations using reduced separation are conducted 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. Paragraph 3-10-4a1 and 3-10-4a2, Intersecting Runway Separation.

Air traffic facilities requesting a Letter of Authorization to reduce standard separation of arrivals and/or departures on converging, nonintersecting runways must 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 special event SOP and the facility training manual.

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

d. A Letter of Authorization may also be granted to ATC facilities requesting relief from standard communication requirements, including identification of an aircraft-by-aircraft type and call sign, verbal pilot acknowledgements for ATC instructions, and any of the additional paragraphs in FAA Order JO 7110.65 listed below:

NOTE-
When a facility chooses to request an authorization to additional paragraphs that were not included in a previously approved Letter of Authorization or AOV approved waiver, the Safety Risk Management (SRM) process must be applied to the newly requested paragraphs to be waived and/or the application of new mitigations. This must be documented in a Safety Risk Management Document with Hazards in the Safety Management Tracking System (SMTS) and submitted as part of a complete Letter of Authorization package.

(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) 2-9-2d, 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) 3-9-1d, Departure Information.

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

e. Air traffic facilities requesting a Letter of Authorization to waive requirements listed in d(1) through d(12) above must implement the following safety requirements:

(1) A remote VFR location will be used to meter the number of aircraft permitted in the traffic pattern.

NOTE-
VFR metering procedures may use either 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 landline, 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 special event SOP and the facility training manual.

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

NOTE-
At temporary ATCT locations, the ratio of non-radio equipped aircraft to those with radio may be great enough 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 traffic pattern entry instructions to individual aircraft. Another possibility is to limit control to preventive control, rather than trying to provide individual landing clearances.

f. In addition to the paragraphs listed in 8a through 8e above, the following facilities may be issued a Letter of Authorization for Paragraph 3-7-1e, Ground Traffic Movement; Paragraphs 3-9-4a, 3-9-4b, 3-9-4c, 3-9-4d and 3-9-4i, Line up and Wait (LUAW); Paragraphs 3-10-5a, 3-10-5b, 3-10-5c, and 3-10-5d, Landing Clearance; and 3-10-6, Anticipating Separation, as follows:

NOTE-
1. Sun 'n Fun Inc. Fly-In, conducted at Lakeland Linder Regional Airport (LAL) ATCT, is authorized a Letter of Authorization for paragraphs 3-9-4a, 3-9-4b, 3-9-4c, 3-9-4d as well as paragraphs 3-10-5a, 3-10-5b, 3-10-5c, and 3-10-5d.
2. Experimental Aircraft Association (EAA) Air Venture Fly-In, conducted at the Wittman Regional Airport (OSH) and Fond du Lac (FLD) County Airport, is authorized a Letter of Authorization for paragraphs 3-9-4a, 3-9-4b, 3-9-4c, 3-9-4d, and 3-9-4i, as well as paragraphs 3-10-5a, 3-10-5b,

3-10-5c, and 3-10-5d.
3. U.S. Light Sport Aircraft Aviation Expo, conducted at the Sebring Regional Airport (SEF), is authorized a Letter of Authorization for paragraphs 3-9-4a, 3-9-4c, 3-9-4d, 3-10-5b, 3-10-5c, and 3-10-6.

Air traffic control facilities managing operations for an air show or fly-in that are seeking deviation from LUAW must implement the following safety 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 operations only during the period of official sunrise to official sunset.

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

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

g. Paragraph 3-8-3b and 3-8-3c, Simultaneous Same Direction Operation (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.

LAL ATCT facility requesting a Letter of Authorization to waive requirements in Paragraph 3-8-3b and 3-8-3c must implement the following safety requirements:

(1) Air traffic controllers at LAL ATCT must provide instructions using visual means, and/or two-way radio communications.

(2) All other provisions of paragraph 3-8-3 must apply.

9. Requirements for Granting a Letter of Authorization for FAA Order JO 7210.3, *Facility Operation and Administration*. Air Traffic Procedures may issue a Letter of Authorization to the following paragraphs, as required:

a. Paragraph 2-2-3, Position Responsibility

b. Paragraph 2-2-6b, Sign In/Out and On/Off Procedures

c. Paragraph 4-6-5, Preparation of FAA Form 7230-4

d. Paragraph 4-6-6, FAA Form 7230-10, Position Log

e. Paragraph 10-1-7, Use of Active Runways.

10. A Letter of Authorization may be denied under any of the following circumstances:

a. Graphic Notice information that is intended for publication, or is already published, is inaccurate or incomplete.

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

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

d. A determination is made consistent with Section 14 of Appendix A that there is insufficient justification for the issuance/approval of a Letter of Authorization.

11. Development of Standard Operating Procedures (SOP).

Air Traffic Facilities requesting a Letter of Authorization must develop and submit a special event SOP as stipulated in Section 7. This directive can include, but is 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.

12. Dissemination of special fly-in procedures utilizing Graphic Notices, Letters to Airmen (LTA), ATIS, and Letters of Agreement (LOA).

Air traffic facilities requesting a Letter of Authorization must disseminate the following information. This information can include, but is not limited to,

a. Publication of a narrative description of the special air traffic control 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, 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.

(4) Description of the temporary or mobile tower, if applicable, and its specific location on the airport.

(5) Effective dates and times 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. Each facility must establish and disseminate NORDO procedures that include pre-coordination, holding 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 JO 7110.65 direction.

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

e. Information on movement and non-movement areas.

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

(1) Mass mailings

(2) Websites.

(3) Briefing materials to flight service station personnel.

(4) LTA and/or Graphic Notice.

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

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

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

13. Equipment.

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

b. All ATC communications should be recorded to the extent possible.

NOTE-
It is understood that some temporary ATCT locations do not have recording capability.

14. Distribution. This order is distributed to the following Air Traffic Organization (ATO) service units: Mission Support Services, Safety and Technical Training, and System Operations Services; Aviation Safety (AVS) service units: Flight Standards, AOV; the Office of the Chief Counsel; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

15. 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, ATC facilities involved in air show events submit numerous new and renewal authorizations through their corresponding Service Area to the Director, Air Traffic Procedures, Headquarters. Air Traffic Procedures must then submit the finalized Letter of Authorization to AOV for their approval even though there is virtually no change from the previous authorization.

The procedures identified in this order will be approved through the issuance of a Letter of Authorization. Changes to operational procedures not studied or addressed in a previous Letter of Authorization or AOV approved authorization will require the full SMS/SRM process and must be 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.

16. Related publications.

a. FAA Order JO 1100.161, Air Traffic Safety Oversight

b. FAA Order JO 7110.65, Air Traffic Control

c. FAA Order JO 7210.3, Facility Operation and Administration

d. FAA Order JO 7210.56, Air Traffic Quality Assurance

e. FAA Order JO 8000.90, Air Traffic Oversight Credentialing and Control Tower Operator Certification Programs

f. FAA Order 1000.37, Air Traffic Organization Safety Management System

g. ATO SMS Manual

Original signed by ***Sharon Kurywchak***

10/29/18

Sharon Kurywchak
Director (A), Air Traffic Procedures, AJV-8

Date Signed

Appendix A. Justification Criteria for Letter of Authorization

Complete this checklist and include this form with the other required documentation to assist in the justification for a Letter of Authorization for your requested operation.

1. Aircraft Operations.

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

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

NOTE-
A Letter of Authorization cannot be granted unless special provisions are made to segregate the air carrier (FAR Part 121) and air taxi operations (FAR Part 135) from general aviation fly-in/special aviation event itinerant aircraft. You must receive approval from Air Traffic Procedures at FAA Headquarters in advance of your request for a Letter of Authorization. Please submit a written request to Air Traffic 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 Standard Runway Separation.

Indicate below the average hourly **arrival** traffic count 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 – Standard Runway Separation.

Indicate below the average hourly **departure** traffic count 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 Runway Separation.

If you are requesting to use **less than standard runway separation** between successive arrivals, 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 Runway Separation.

If you are requesting to use **less than standard runway separation** between successive departures, 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.

Describe any air traffic incidents or accidents that occurred during the last fly-in/special event at this airport while operating with the Special Air Traffic Procedures. Do not include any accidents or incidents that occurred during the airshow or aerobatic demonstration activity period. Provide a synopsis of the event and any additional mitigation(s) 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 (FAA Order JO 7110.65 or FAA Order JO 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 SRMD with Hazards in SMTS to Air Traffic Procedures, HQ.***)

☐ No

9. 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 be established? ☐ Yes _____ (Airport ID)
☐ No

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

12. Forward your completed request (including this completed appendix) to the appropriate Service Area. Include the following:

☐ Request for a Letter of Authorization with all applicable paragraphs.

☐ A copy of your Special Event SOP.

☐ All supporting documentation, including Graphic Notice/LTA/Airport diagrams, etc.

I have verified that this Letter of Authorization request contains all the required information and the appropriate paragraphs have been properly cited. (Please review the current version of FAA Order JO 7110.65 or FAA Order JO 7210.3 to ensure the paragraphs in your request are correct/current.)

Signature/Date _____
(Appropriate Field Level POC)

13. Based on the review of the SOP and available Graphic Notice information, are the proper paragraphs cited in the request for a Letter of Authorization?

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

☐ **No –** Have the facility update their request for a Letter of Authorization to include all appropriate paragraphs.

14. Demonstrated Need for Reduced Separation:

(Upon review of all the supporting documentation, the Service Area is expected to either concur or non concur with the request for authorization. Some questions that can help to determine that answer could include: Based upon the increase in the level of anticipated traffic activity, is this airport better served by granting an authorization to operate with the 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 a Letter of Authorization granting relief from applying required separation than it would be without it?)

The Director, Air Traffic Operations, _____ Service Area,
(Check One) _____concurs _____ does not concur with the request for a reduction of runway separation during this fly-in/special event.

Signature/Date _____

Explanation for non-concur:

_____
_____
_____
_____
_____

15. Approval from Air Traffic Procedures, Headquarters:

Upon receipt of all the supporting documentation, including initial concurrence from the Service Area, Air Traffic Procedures, HQ, 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 a Letter of Authorization. Based on the review of the SOP, facility training manuals, LTA, and available Graphic Notice information, are the proper paragraphs cited in the requested Letter of Authorization?

☐ **Yes – Signature/Date** _____

(Air Traffic Procedures, HQ, POC)

☐ **No –** Have the Service Area coordinate with the facility to update their request for a Letter of Authorization to include all appropriate paragraphs.

☐ **Air Traffic Procedures, Headquarters, supports the issuance of a Letter of Authorization.**

☐ **Air Traffic Procedures, Headquarters, 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 – Standard Runway Separation.

Indicate below the average hourly **arrival** traffic count for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count
9R/27L	34

3. Hourly Airport Departure Operations – Standard Runway Separation.

Indicate below the average hourly **departure** traffic count for each runway configuration that will be used during the fly-in/special event.

Departure Runway Configuration	Average Hourly Traffic Count
9R/27L	40

4. Hourly Airport Arrival Operations – Reduced Runway 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/27L	49

5. Hourly Airport Departure Operations – Reduced Runway 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
9R/27L	55
9L/27R	55

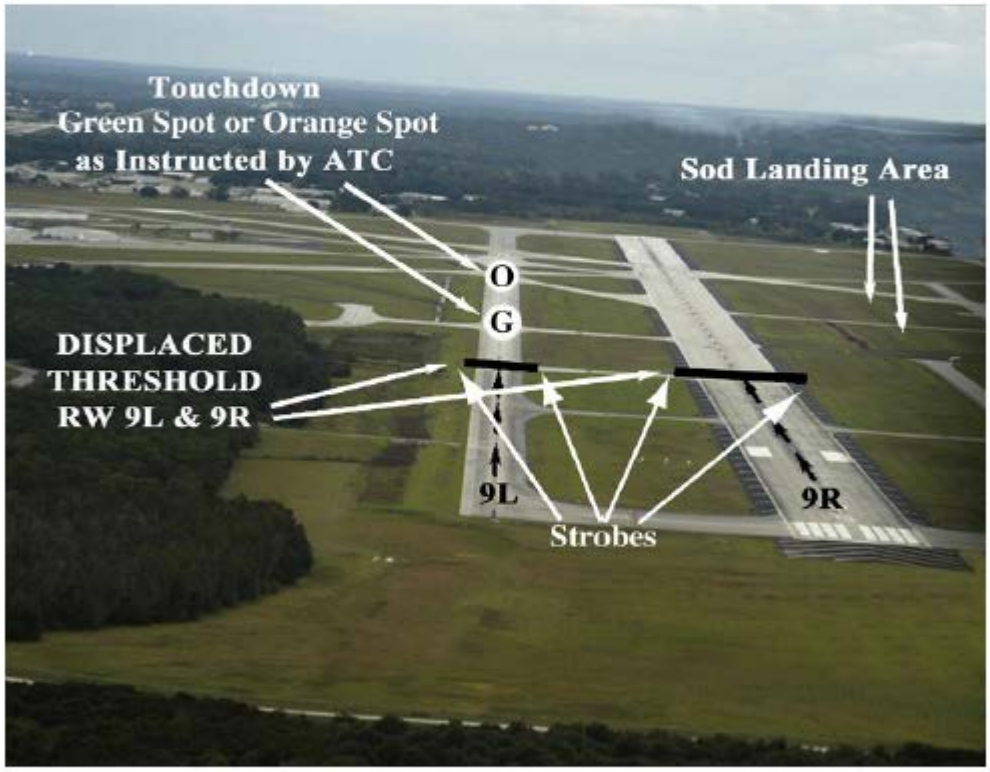
Appendix D. Example of Defined Runway Markings

Sun 'n Fun Fly-In Procedures Effective April 19-26

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.