

**San Juan Combined Center Radar Approach Control (ZSU)
Isla Grande Federal Contract Tower (SIG FCT)**

LETTER OF AGREEMENT (LOA)

Effective: 10/09/2023

Subject: IFR/VFR/SVFR Control Service

- 1. PURPOSE:** This agreement defines responsibilities and procedures to be used for handling IFR/SFVFR aircraft at the Fernando Luis Ribas Dominicci Isla Grande Airport (SIG).
- 2. CANCELLATION:** This agreement supersedes any previous agreement that had been established between ZSU and SIG FCT.
- 3. SCOPE:** The procedures outlined herein are applicable to all personnel at the SIG FCT and the San Juan CERAP (ZSU).
- 4. RESPONSIBILITIES:** ZSU authorizes SIG FCT to provide Class D services in that airspace located within the confines of the ZSU Class C surface area from the surface up to but not including 1,200 feet MSL as depicted in Attachment 1.
- 5. PROCEDURES:**
 - a. ZSU must:
 - (1) VFR aircraft executing practice approaches:
 - (a) Verbally coordinate the first and last approach.
 - (2) Transfer communications on all IFR/VFR aircraft landing RWY 9/27 prior to an eight (8) nm radius from the airport unless otherwise coordinated.
 - b. SIG FCT must:
 - (1) Advise ZSU when the tower is opening or closing.
 - (2) At opening advise ZSU of the ATIS code, surface winds and altimeter.
 - (3) Advise ZSU of any runway change.
 - (4) At closing, advise ZSU of any aircraft that had an IFR clearance issued but are yet to depart.
 - (5) Advise ZSU when prevailing visibility:
 - (a) Decreases to less than 3 miles or increases to greater than 3 miles.
 - (b) Decreases to less than one mile or increases to one mile or greater.
 - (6) Departure clearances:
 - (a) Advise the pilot to expect FL280, or lower if requested, 10 minutes after departure.
 - (b) Issue an abbreviated departure clearance when the aircraft files the preferred departure route (PDR) and no plus signs “+” appear on the route of flight.
 - (c) When a pilot cannot accept the PDR, call ZSU for alternate routing.

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- (7) Request IFR releases from ZSU by stating aircraft call sign, departure runway and CID number (CID #, 3 digits, can be found on the bottom left corner of the flight strip). Issue departure instructions of heading 300° and 1800 feet unless otherwise instructed.
- (8) Remove strips on aircraft that depart VFR and have filed an IFR flight plan, unless the pilot has indicated a desire to 'pick-up IFR' once airborne.
- (9) Obtain ZSU approval prior to altering the flight path of an IFR arrival or departure.
- (10) Advise departing VFR aircraft requesting Class C services and not flying into San Juan ATCT's airspace to remain outside the Class C airspace and contact ZSU on the appropriate frequency.
- (11) SIG FCT is authorized to provide visual separation between landing and departing aircraft.

6. SVFR

- a. Issue SVFR clearance after obtaining authorization from ZSU. Issue any route restrictions received from ZSU if applicable.
- b. Advise ZSU of direction of SVFR request.
- c. Conduct SVFR operations at or below 1700 ft.
- d. Advise ZSU when SVFR operations have terminated.

ATTACHMENT 1: SIG FCT Class D Airspace

