

**San Juan Combined Center Radar Approach Control (ZSU)
St. Thomas Airport Traffic Control Tower (STT ATCT)**

LETTER OF AGREEMENT (LOA)

Effective: 10/09/2023

Subject: IFR/VFR/SVFR Control Service

- 1. PURPOSE:** This agreement defines responsibilities and procedures for providing Air Traffic and Class C services at the Cyril E. King Airport (TIST).
- 2. CANCELLATION:** This agreement supersedes any previous agreement that had been established between ZSU and STT ATCT.
- 3. SCOPE:** The procedures outlined herein are applicable to all personnel at the STT ATCT and the San Juan CERAP (ZSU).
- 4. RESPONSIBILITIES:**
 - a. STT is authorized the responsibility for control of Class C / SVFR operations within the airspace depicted in Attachment 4 from the surface to 3,000 ft MSL.
 - b. STT is authorized to provide visual separation within the Class C surface area. STT is authorized to provide separation between successive departures, between arrivals and departures, and between over flights and departures within the Class C surface area.
 - c. ZSU is responsible for the sequencing and separation of all IFR and Class C arrivals and is responsible for the Class C surface area above 3,000 feet MSL.
 - d. ZSU assigns STT the use of beacon codes 0500-0577 for VFR aircraft operations within the confines of STT Class C surface area.

5. PROCEDURES:

- a. General
 - (1) STT must select the runway in use and ZSU must select the approach in use.
 - (2) The Transfer of Control Point (TCP) must take place at the lateral and vertical limits of the STT area of responsibility, except for SVFR aircraft, which are control on contact, unless otherwise coordinated.
 - (3) Transfer of communications *must* be accomplished prior to the transfer of control point.
- b. ZSU must:
 - (1) Sequence all traffic to the arrival runway, except helicopters and seaplane traffic landing in the Charlotte Amalie Harbor.
 - (2) Upon transfer of communications assume control of departure for turns.
 - (3) Advise STT of landing direction changes at the Luis Muñoz Marín International Airport (SJU).
 - (4) During a change in operational direction, advise STT the last arrival aircraft callsign prior to the change and the aircraft callsign of the first arrival after the change.
 - (5) Transfer communications of an aircraft executing the VOR-A when aircraft is procedure turn inbound.

NOT FOR REAL WORLD USE

- (6) Sequence all Turbojet aircraft to RWY 10 when RWY 28 is in use. All other aircraft will be sequenced via left traffic RWY 28. Apply ODO procedures if applicable.
- (7) When STT reports IFR conditions at the airports, handle SVFR requests as follows:
 - (a) Issue instructions for VFR aircraft to remain outside the STT Class C Surface Area
 - (b) Verbally coordinate with STT and enter "SVFR" on the FDB scratchpad.

c. STT must:

- (1) Verbally coordinate control instructions that will affect aircraft under ZSU control.
- (2) Issue a Full Route Clearance (FRC) to aircraft:
 - (a) With filed routing east of 60 degrees West Longitude (i.e. flights to Europe, Africa, and beyond)
- (3) Contact ZSU for alternate routing when a pilot cannot accept a Preferential Departure Route (PDR).
- (4) Request release from ZSU for all IFR departures landing at Terrance B. Lettsome Airport (EIS/TUPJ).
- (5) Departure heading and altitude:
 - (a) Assign IFR departures heading and initial altitude as per Attachment 3 and to expect FL280 or requested altitude if lower 10 minutes after departure.
 - (b) Assign Class C VFR departures an initial departure heading and frequency in accordance with Attachment 3.
 - (c) Assign VFR departures to maintain altitude at or below 3,000 feet MSL while in STT Class C Surface Area and to expect requested altitude with ZSU.
 - (d) Assign IFR Departure Route to eastbound aircraft vis PJM below 17,000 ft MSL in accordance with Attachment 1.
- (6) Provide ZSU with a minimum of 5 miles in-trail separation, constant or increasing; on successive IFR departures assigned the same heading. Unless otherwise coordinated with ZSU, utilize heading and frequencies listed in Attachment 3.
- (7) Arriving aircraft that go around or are removed from the landing sequence will be assigned headings and frequencies listed in Attachment 3.
 - (a) IFR aircraft will be issued a climb to 3,000 feet and VFR will be issued a climb to at or below 3,000 feet.
 - (b) Verbally coordinate with ZSU and handoff the aircraft to the ZSU controller.
 - (c) Transfer communication to ZSU prior to the aircraft exiting the STT Class C surface area.
- (8) Coordinate any runway changes by advising ZSU of the pending change and the aircraft callsign of the last (east/west) departure.
- (9) When RWY 10 is active, authorize ZSU to descend IFR arrivals from the East and South below 4,000 feet, after acceptance of handoff. STT will assume responsibility for the separation between the accepted arrival and departures.
- (10) During east operations, STT must coordinate opposite direction operation (ODO) for aircraft departing RWY 28.

ATTACHMENT 1: PRE COORDINATED ROUTES FOR IFR DEPARTURES

Destination	SJU East Ops	SJU West Ops
SJU/TJSJ	PALCO DP RTE6	RV RTE2
SIG/TJIG	PALCO DP RTE6 SJU DCT	RV RTE2 SJU DCT
NORTH/WESTBOUND	PALCO DP RTE6 SJU AF	RV RT2 SJU AF
SOUTH/SOUTHEASTBOUND	RV COY AF	N/A
EASTBOUND BELOW 170	RV A638 PJM AF	N/A
STX/TISX	RV PESTE DCT	N/A
EIS/TUPJ	RV DCT	N/A
PJM/TNCM	RV A638 PJM DCT	N/A
BY1/TFFJ	RV A638 PJM DCT	N/A
ANG/TQPF	RV A638 PJM DCT	N/A
*AF = AS FILED *RV = RADAR VECTORS		

ATTACHMENT 2: APPROVED SCRATCHPAD ENTRIES

Scratchpad Entry	Definition
VOR	VOR-A
ILS	ILS RWY 10
RNV	RNAV (GPS) RWY 10
V10	VISUAL APPROACH RWY 10
V28	VISUAL APPROACH RWY 28

ATTACHMENT 3: STANDARD DEPARTURE HEADINGS AND FREQUENCIES

DIRECTION OF FLIGHT	HEADING	FREQUENCY
IFR WEST/NORTHBOUND +EAST OPS+	PALCO DP or HEADING 250	128.65 VHF
IFR SOUTHBOUND, STX DEP, AND EASTBOUND FILED OVER STX +EAST or WEST OPS+	HEADING 180	128.65 VHF
IFR EASTBOUND +EAST or WEST OPS+	HEADING 120	128.65 VHF
IFR WEST/NORTHBOUND JETS +WEST OPS+	HEADING 280	128.65 VHF
IFR WEST/NORTHBOUND PROPS +WEST OPS+	HEADING 260	128.65 VHF
VFR EAST/SOUTHBOUND	ON COURSE	
VFR WEST/NORTHBOUND	INSTRUCT AIRCRAFT TO PROCEED DIRECT SAIL ROCK OR AS OTHERWISE COORDINATED	128.65 VHF

ATTACHMENT 4: ST. THOMAS AIRPORT CLASS C AIRSPACE

