**San Juan Combined Center Radar Approach Control (ZSU)**
**Ceiba Airport Traffic Control Tower (RVR ATCT)**

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## LETTER OF AGREEMENT (LOA)

Effective: 07/09/2026

Subject: IFR/VFR/SVFR Control Service

**1. PURPOSE:** This agreement defines responsibilities and procedures to be used for the handling of IFR//SVFR aircraft at the José Aponte de la Torre Airport (TJRV).

**2. CANCELLATION:** This agreement supersedes any previous agreement that had been established between ZSU and RVR ATCT.

**3. SCOPE:** The procedures outlined herein are applicable to all personnel at the RVR ATCT and the San Juan CERAP (ZSU).

**4. RESPONSIBILITIES:** San Juan CERAP authorizes RVR ATCT to provide Class D services within the Ceiba Class D surface area as depicted on Attachment 1 from surface to and including 2,500 feet, unless otherwise coordinated.

**5. PROCEDURES:**

a. Exchange information primarily via the coordination channels on the San Juan CERAP Discord Server, v-VSCS, or any other practicable means of coordination.

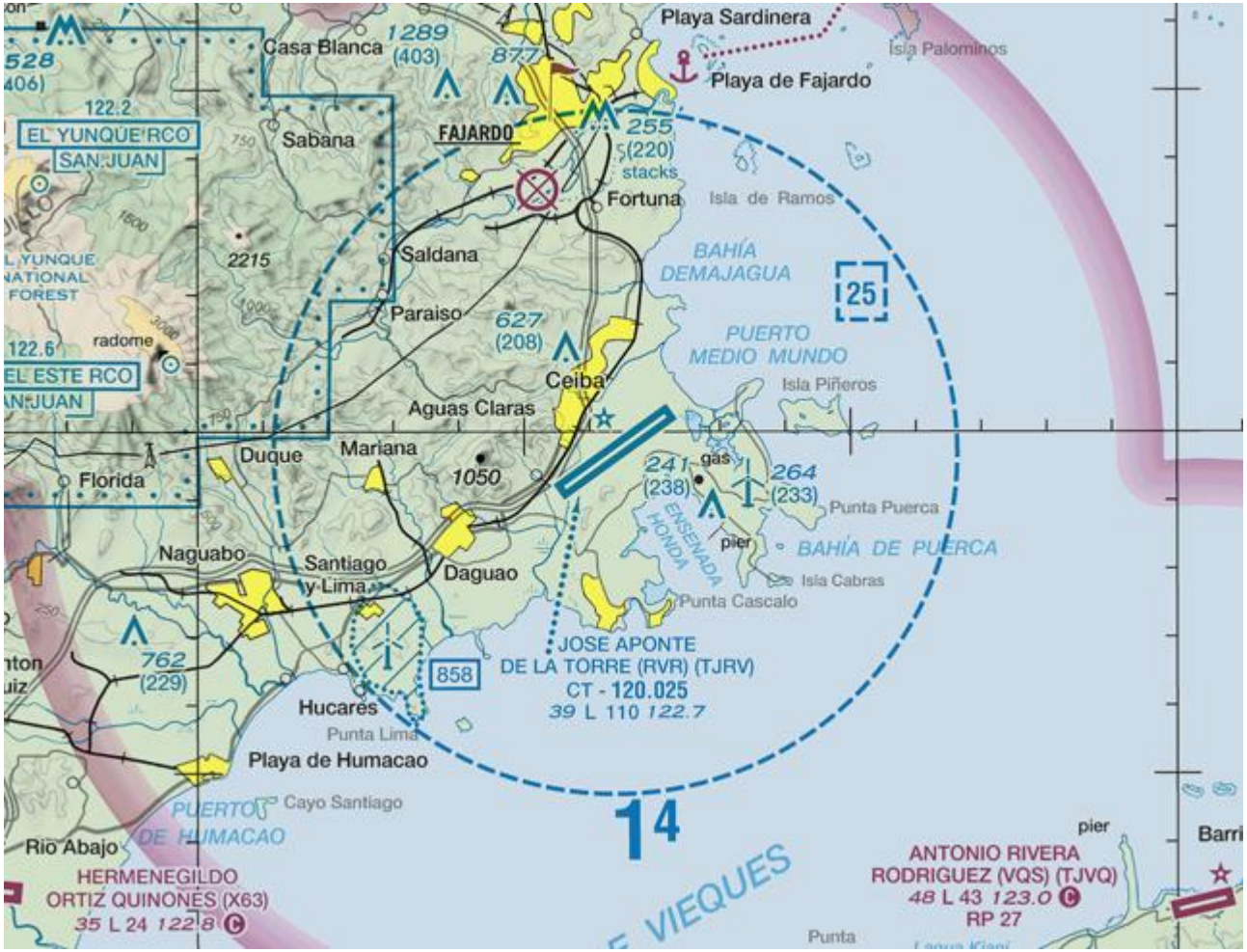
b. ZSU must:

(1) Forward to RVR ATCT aircraft call sign, position, and type of approach prior to transfer of communications.
(2) For IFR arrivals:
  (a) ZSU controller (R3 or the SJU_APP controller covering R3) must forward, via verbal or text coordination, arrival information including: callsign, type of aircraft, ETA, type of approach, and for SVFR, the direction from which the aircraft will enter Class D airspace and any altitude restrictions no less than 10 minutes prior to the aircraft's ETA, unless otherwise coordinated.
  (b) Ensure that aircraft arriving at TJRV have the current ATIS code or current approach information.
  (c) On a visual approach, inform RVR ATCT of the aircraft's position prior to communications transfer.
  (d) Unless otherwise coordinated, terminate radar services, and transfer radio communications to RVR ATCT of:
    - Aircraft on a visual approach prior to 10 nm from TJRV.
  (e) Unless otherwise coordinated, assign IFR aircraft departing RWY 7 the following headings:
    - All aircraft – Heading of 180 degrees.
  (f) Assign runway heading to all IFR aircraft departing RWY 25.
  (g) Assign initial climb of 2,000 feet for all IFR departure and miss-approach aircraft.
  (h) For VFR aircraft, terminate radar advisories then transfer radio communication prior to entering the Ceiba Class D airspace, unless otherwise coordinated.

c. RVR ATCT must:

(1) Advise the ZSU radar controller prior to any runway change.
(2) Advise the ZSU radar controller when TJRV meteorological conditions affect IFR/VFR conditions:
    (a) Visibility decreases to less than 3 miles or
    (b) Ceiling is below/above 1,000 feet.
(3) Request IFR clearances from the ZSU radar controller, unless otherwise coordinated or if no radar controller is online.
(4) Request release and departure instructions (initial heading and altitude) from the ZSU radar controller.
(5) Advise departing VFR aircraft requesting traffic advisories to contact ZSU on the appropriate frequency. Ensure appropriate traffic advisories are issued prior to frequency change.
(6) Advise the ZSU radar controller of any aircraft on a coordinated published approach executing the missed approach procedures, unless otherwise coordinated.
(7) Aircraft on a visual approach executing a Go-Around will remain in the pattern to land, if unable, coordinate with the ZSU radar controller for Go-Around instructions.
(8) For aircraft performing activities restricted to Virtual Special Operations Association (VSOA) under the VATSIM Special Operations policy prior to ATCT becoming online or requesting clearance for such activities when RVR ATCT is online, the pilot-in-command (PIC) shall include their associated VSOA in the remarks section of their flight plan or inform RVR ATCT their affiliated VSOA upon request. RVR ATCT shall notify an on-duty VATSIM supervisor if the PIC fails to do so or if the PIC is not affiliated with any VATSIM approved VSOA.

**ATTACHMENT 1:** Ceiba Class D Surface Area




*(Source: VFR Terminal Area Chart: Puerto Rico – Virgin Islands, 9 JUL 2026)*