

CEN24LA144

AIR TRAFFIC CONTROL

Group Chairman's Factual Report - Attachment 7

MIE and IND Letter of Agreement

June10, 2025

INDIANAPOLIS AIRPORT TRAFFIC CONTROL TOWER
MUNCIE FEDERAL AVIATION ADMINISTRATION CONTRACT TOWER

LETTER OF AGREEMENT

EFFECTIVE: February 9, 2024

SUBJECT: INTER-FACILITY COORDINATION PROCEDURES

- 1. PURPOSE:** This Letter of Agreement (LOA) establishes inter-facility coordination procedures for aircraft operations at Delaware County Regional Airport (MIE) that are supplemental to FAA Handbooks.
- 2. CANCELLATION:** INDIANAPOLIS ATCT and MUNCIE FCT, Letter of Agreement, Subject: INTER-FACILITY COORDINATION PROCEDURES, dated July 19, 2019.
- 3. SCOPE:** The procedures herein are for the purpose of conducting Visual Flight Rules (VFR), Instrument Flight Rules (IFR) and Special VFR (SVFR) operations at Delaware County Regional Airport (MIE) between Indianapolis Airport Traffic Control Tower (IND ATCT) and Muncie Federal Aviation Administration Contract Tower (MIE FCT).
- 4. RESPONSIBILITIES:** During hours of operation, MIE FCT is authorized to conduct:
 - a. VFR Class D surface area operations at and below 3,400 mean sea level (MSL) within 4.4 nautical mile (NM) of MIE.
 - b. IFR MIE Class D surface area operations in accordance with the designated procedures.
 - c. SVFR MIE Class D surface area operations at and below 2,500 MSL within the lateral confines of the MIE Class D surface area.

5. PROCEDURES:

- a. MIE FCT must:
 - (1) Notify the IND ATCT arrival data position of the following:
 - (a) Runway in use when MIE FCT opens and of any runway changes during the day.
 - (b) Automatic Terminal Information Service (ATIS) code change.
 - (c) Weather trends to/from IFR or VFR.
 - (d) Ceiling trends upward to 2,200 (vectors for visual approach authorized).
 - (e) Ceiling trends downward to 2,100 (vectors for visual approach not authorized).

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(f) All pertinent Notice to Air Missions (NOTAMs), changes in status of navigational aids (Navaid's) and field condition reports.

(2) Notify IND ATCT when SVFR operations are in progress and when terminated. Upon receipt of IFR arrival information, SVFR operations will be terminated unless coordination with IND ATCT radar is completed and approved.

(3) Issue IFR departures an initial altitude of 3,000 MSL.

(4) Request a release and state departure runway for IFR departures.

b. IND ATCT must:

(1) Forward arrival information at least five (5) minutes prior to the estimated time of arrival (ETA). If this is not feasible, IND ATCT must forward arrival information as soon as possible after assuming control of an aircraft.

(2) Not issue an approach clearance or descend a MIE arrival below 3,000 MSL while SVFR operations are in progress.

(3) Transfer communication and control of arrivals to MIE as soon as possible and prior to entering the MIE Class D surface area.

(4) Forward IFR departure clearance information to MIE FCT as soon as possible.

(5) Have control for climb and turns upon communications transfer.

c. Frequency Assignments:

To IND ATCT:

120.65 megahertz (MHz) / 317.8 MHz

To MIE FCT:

120.1 MHz (Primary) / 121.9 MHz (Secondary)

6. OPPOSITE DIRECTION OPERATIONS (ODO):

a. These procedures apply to same runway IFR ODO at MIE between an:

(1) Arrival and a departure

(2) Arrival and an arrival

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- b. Indianapolis (IND ATCT) Radar and MIE FCT/Local Control share the responsibilities to coordinate ODO and issue traffic advisories as prescribed in this agreement.
- c. IND ATCT is responsible to apply the cutoff point(s) between arriving and departing aircraft in accordance with paragraphs 6e(3)(a), and 6e(3)(b).
- d. IND ATCT is responsible to apply the cutoff point(s) between successive ODO arrivals in accordance with paragraph 6e(3)(c).
- e. Procedures for aircraft receiving IFR Services.

(1) General:

- (a) These procedures are applicable only when IND ATCT radar is operational.
- (b) ODO procedures are applicable when two aircraft will execute approaches to opposite ends of the same runway, or an aircraft will depart prior to an arrival on an opposite direction approach to the same runway.
- (c) Traffic advisories must be issued to both aircraft.

EXAMPLE:

OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft).

OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft).

OPPOSITE DIRECTION TRAFFIC (position), (type aircraft)

- (d) Use of visual separation is not authorized for aircraft receiving IFR services.
- (e) Do not allow opposite direction same runway operations with opposing traffic inside the cutoff point unless an emergency situation exists.
- (f) Each facility must use memory aids for ODO as prescribed in their respective facility's standard operating procedures.

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(2) Coordination:

- (a) MIE FCT and IND ATCT are responsible for initiating coordination required to accomplish an opposite direction arrival or departure.
- (b) MIE FCT must verbally request opposite direction departures with IND ATCT.
- (c) IND ATCT must verbally request opposite direction arrivals with MIE FCT.
- (d) Initial coordination must be on a recorded line and must state, "Opposite Direction," and include call sign, type, and arrival or departure runway.
- (e) All subsequent coordination must be on a recorded line and must state "Opposite Direction".

(3) Cutoff Procedures:

- (a) A departing aircraft, including an aircraft performing a touch-and-go or stop-and-go, must be airborne and issued a turn to avoid conflict prior to an aircraft reaching:
 - 1. A point 10 flying miles from the threshold of the runway of intended landing, when either the arriving or departing, regardless of aircraft type.
 - 2. If an aircraft is established in the traffic pattern, prior to that aircraft turning base leg.
- (b) An aircraft performing a go-around, low approach, or missed approach must be issued a turn to avoid conflict prior to an aircraft reaching:
 - 1. A point 10 flying miles from the threshold of the runway of intended landing, regardless of aircraft type.
 - 2. If an aircraft is established in the traffic pattern, prior to that aircraft turning base leg.

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(c) An arriving aircraft must cross the runway threshold prior to an aircraft reaching:

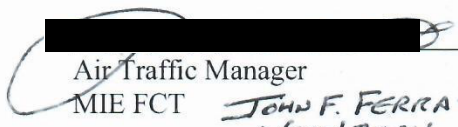
1. A point 10 flying miles from the threshold of the runway of intended landing, regardless of aircraft type; or
2. If an aircraft is established in the traffic pattern, prior to that aircraft turning base leg.
3. For consecutive opposite direction arrivals, MIE FCT must verbally coordinate "landing complete" on the first arrival prior to the succeeding opposite direction arrival reaching the appropriate cut-off point

(d) If the above conditions are not met, action must be taken to ensure control instructions are issued to protect the integrity of the cut off points.

7. EQUIPMENT OUTAGES: An outage that affects either facility's ability to provide ATC services must be handled in accordance with facility contingency plans.

ANTHONY R. Digitally signed by
MARCHESE 0000

Air Traffic Manager
IND ATCT


Air Traffic Manager
MIE FCT

JOHN F. FERRATT
1/24/2024



Federal Aviation Administration

Memorandum

Date: December 19, 2023

To: Anthony Marchese, Air Traffic Manager, Indianapolis ATCT (IND), TCID1-IND
John Ferratt, Air Traffic Manager, Muncie FCT (MIE), TCID1-MIE

Thru: Vonnie L. Giles, Manager (A), Operations Support Group, Central Service Center,
AJV-C2

From: Brian Throop, Director of Operations, Air Traffic Services, Central Service Area,
AJT-C
[REDACTED]

Subject: Indianapolis ATCT – Muncie FCT Inter-Facility Coordination Procedures/
Opposite Direction Operations (ODO) Letter of Agreement

The Indianapolis ATCT – Muncie FCT Letter of Agreement, Subject: Inter-Facility Coordination Procedures/Opposite Direction Operations, between IND ATCT and MIE FCT has been reviewed. In accordance with FAA JO 7210.3, Facility Operation and Administration, Paragraph 2-1-38 the draft Letter of Agreement is approved. A copy of this approval memorandum must be retained in your facility files.

If you need additional information or have any questions, please contact Mike CTR McCully, Aviation Technical System Specialist, Operations Support Group, Central Service Center, at [REDACTED]