

RAPID CITY FCT VERBAL BRIEFING SHEET

Midwest ATC Service, Inc.

To: RAP FCT Controllers

From: Terry E. Bolerjack,

Vice President, Safety and Training, Midwest ATC Service, Inc.

Subject: Follow-Up to DAL2845 Wrong Landing at RCA w/RAP FCT

Date: July 20, 2016

Terry Bolerjack and RAP FCT ATM have reviewed the incident at Rapid City, SD (RAP) where DAL2845 mistakenly landed at Ellsworth AFB (RCA). The event was coded "Yellow" by FAA QA/QC with follow up required for any actions to be taken. We have developed a list of mitigation steps we are taking to reduce the risk of this happening in the future.

Steps taken with our work force:

- Midwest ATC will prepare "lessons learned" training to be included in the August monthly refresher training for each of our 91 facilities on Duty Priorities, MSAW and Visually scanning.

Procedural change

- RAP is revising landing clearance procedures to withhold landing clearances to IFR and VFR aircraft inbound from the northwest over RCA until the aircraft are clear of RCA.

RAP/RCA LOA

- RAP will conduct a meeting with RCA approach control to determine if the Letter of Agreement (LOA) could be revised to require RCA to maintain all inbounds over RCA on the RCA frequency until clear of RCA. This procedure would require RCA to wait until the aircraft were nine miles northwest and would give the RAP controllers plenty of time to sequence arrivals.

Please sign and date below when you have read and been verbally briefed on the attached item: **Follow-Up to DAL2845 Wrong Landing at RCA w/RAP FCT**

Name	Date
[REDACTED]	7/21/16
[REDACTED]	7/21/16
[REDACTED]	7/21/16
[REDACTED]	7/22/16
[REDACTED]	7/23/16

e. NAIMES Computer System, if delegated by the CIC.

16. Disseminate NOTAMs as follows: Post the NOTAM on the SIA or Tower Mission Support computer/printer.
17. Solicit/copy/disseminate/post PIREP information received from pilots, LC, Ellsworth Approach.
18. Responsible for the DALR Recorder monitor, and silencing any alarms. Inform CIC when DALR is out of service or in need of any repairs.
19. Perform any functions of the Tower Team which will assist in meeting situation objectives.
20. Workloads permitting assist LC with scanning for aircraft to prevent wrong airport/runway landing.

c. **Local Control Duties and Responsibilities**, are as follows:

- (1) Properly handle emergencies and provide priority service.
- (2) Ensure separation to include the immediate response to all valid MSAW alarms
- (3) IFR releases, Coordinating missed approaches, PIREPS, and SVFR clearances and/or coordination.
- (4) Ensure prior coordination with GC to use portions of the movement area either owned by GC or released to that position.
- (5) Initiate control instructions.
- (6) Monitor and operate communication equipment.
- (7) Monitor and operate airport lighting.
- (8) Scan the movement area.
- (9) **SVFR clearances/coordination.** Coordinate with Ellsworth Approach to obtain RAP Class D Airspace SVFR clearances for departures, arrivals, and overflights. Notify Ellsworth Approach when SVFR traffic is clear of Class D Airspace or SVFR operations are suspended.
- (10) Ensure that strip marking accurately reflects instructions issued/received
- (11) Ensure that pilots read back issued clearances accurately.
- (12) Collect and disseminate PIREP information to affected pilots to GC and Ellsworth Approach in a timely manner.

- (13) Perform any function of the Tower Team which will assist in meeting situation objectives.
- (14) Provide additional services as time permits.
- (15) Coordinate operations with Approach as follows:
 - a) Departing IFR/SVFR
 - b) **Missed Approaches.** Coordinate with Ellsworth Approach when an IFR aircraft executes a missed approach. Issue missed approach instructions as per the RAP FCT - Ellsworth Approach Coordination LOA.
 - c) Instrument runway change.
 - d) Changing the assigned runway of an arriving IFR aircraft.
- (16) The following operations require co-ordination with GC:
 - a) A helicopter landing on any movement or non-movement area other than an active runway.
 - b) Retaining communications and control of a landing aircraft for taxi to the ramp.
 - c) Use of any runway that has not been previously designated as active.
- (17) Tabulates aircraft operations.
- (18) Withhold landing clearances to IFR and VFR aircraft inbound from the northwest over RCA until the aircraft are clear of RCA to prevent wrong airport/runway landing.

5-1-5. AREAS OF NON-VISIBILITY

Tower has limited visibility of TWY T1 and T2 and the approach end of RWY23. The North Central Airport/Facility Directory contains a remark to alert pilots of the areas of non-visibility.

5-1-6. SELECTING ACTIVE RUNWAYS

- a. The LC has primary responsibility for determining the primary active runway.
- b. There is no designated calm wind runway.
- c. A runway shall be considered active when:
 - (1) Designated by the LC.

Visual Approach Operations

GRAUL, ROY E JR MSgt USAF AFGSC 28 OSS/OSAR [roy.graul@us.af.mil]

Sent: Monday, July 25, 2016 4:14 PM**To:** 7-TCH-RAP-FCT (FAA)**Cc:** MERCED, ALFREDO MSgt USAF AFGSC 28 OSS/OSAR [alfredo.merced@us.af.mil]

Mrs. Wrede,

I am going to implement a policy letter tomorrow (to be implemented in our facility OI) stating that unless a pilot states he/she is familiar with the local area that aircraft on a visual approach arriving north of RAP are required to report both airports in sight.

ROY E GRAUL, MSgt, USAF

DATCF, Chief Controller

Ellsworth AFB, SD

DSN: 675-2404

INT	DATE
OW	7/28
DP	7/31
MO	7/28
KB	8/4
AC	8/4

**RAPID CITY FCT
VERBAL BRIEFING SHEET**

Midwest ATC Service, Inc.

Memo

To: RAP FCT Controllers

From: Terry E. Bolerjack,

Vice President, Safety and Training, Midwest ATC Service, Inc.

Subject: Midwest ATB 2016-3, Air Traffic Service

Date: July 22, 2016

The attached Midwest AT Bulletin requires a verbal briefing, face-to-face, with each employee. Although the briefing is rather elementary and focuses on "back to basics", we are providing this briefing with real concerns for the recent observed air traffic services provided by several of our Midwest facilities in recent weeks. We must change our work habits immediately. We must step up our level of professionalism. For the last six months accidents and incidents have nearly doubled over the same period last year. This gives FAA and others ample opportunity to review recordings and our performance. If a controller thinks they will most likely not appear on a recording in the near future, they may want to rethink that belief.

Please conduct this briefing with each employee as soon as possible. The Deadline for those with special situations and leave is August 1, 2016.

Please sign and date below when you have read and/or been verbally briefed on the attached item: **Midwest ATB 2016-3, Air Traffic Service**

Name	Date
[REDACTED]	7/22/16
[REDACTED]	7/22/16
[REDACTED]	7/22/16
[REDACTED]	7/23/16
[REDACTED]	7/25/16

MIDWEST GOOGLE FORM

7/27/16