

DCA23LA185

AIR TRAFFIC CONTROL

Group Chair's Factual Report - Attachment 8

BUR ATC Administrative Documents

January 19, 2025

Air Traffic Mandatory Occurrence Report

BUR-M-2023/02/22-0002 - DRAFT

1. Reporting FAC ID				2. Date UTC (dd/mm/yyyy)								3. Time UTC				4. Significant Occurrence?	
B	U	R		2	3	0	2	2	0	2	3	0	3	0	0	☒ Yes ☐ No	
5. MOR reported by (select one): ☐ Controller providing services ☐ FLM ☐ Internal Facility Review ☒ CIC ☐ Aircraft Owner/Operator ☐ Electronically Detected ☐ External Facility Referral ☐ Hotline (Describe in summary) ☐ Other (Describe in summary)														6. Did equipment outage potentially contribute to this event? ☐ Yes ☒ No ☐ Unknown			
Training in progress? ☐ Yes ☒ No ☐ Unknown Nearest Airport: <u>BUR</u> Possible NMAC? ☐ Yes ☒ No Alert #: _____																	
Airborne Separation MORs																	
B1. MOR type - suspected airborne loss involving (select one): ☒ IFR aircraft ☐ VFR aircraft (in class B or practice VFR approach) ☐ Formation flights ☐ Non-radar																	
B2. Aircraft #1 information:																	
Aircraft ID ASH5826				Aircraft Type/Suffix CRJ9				IFR/VFR ☒ IFR ☐ VFR		Formation Flight ☐ N/A ☐ Non-standard ☐ Standard Trailing A/C beacon							
Facility communicating with A/C BUR				Position communicating with A/C Local Control								Frequency 118.7					
Heading		Altitude		Phase of Flight				Traffic Pattern Location				Evasive Action					
B2. Aircraft #2 information:																	
Aircraft ID SKW5326				Aircraft Type/Suffix CRJ9				IFR/VFR ☒ IFR ☐ VFR		Formation Flight ☐ N/A ☐ Non-standard ☐ Standard Trailing A/C beacon							
Facility communicating with A/C BUR				Position communicating with A/C Local Control								Frequency 118.7					
Heading		Altitude		Phase of Flight				Traffic Pattern Location				Evasive Action					
B3. Required separation:						B4. Observed separation:						B5. Airspace class:		B6. TCAS RA:			
Vertical <u>1000</u> Lateral <u>3</u> nm						Vertical <u>0</u> Lateral <u>.32</u> nm						C		☒ Yes ☐ No			
						Only include observed separation if provided by the reporting person											
METAR Observation																	
KBUR 230253Z VRB06KT 10SM BKN035 08/00 A2987 RMK AO2 SLP112 T00780000 53020																	

Air Traffic Mandatory Occurrence Report

BUR-M-2023/02/22-0002 - DRAFT

Compliance			
Was this a loss of separation?			
☒ Yes ☐ No	Applicable Separation Rule: 5-5-4		
LoSS Information			
Pilot Deviation			
Was this a possible pilot deviation?			
☐ Yes ☒ No	Preliminary Number: 		Phase of Flight:
Airspace Class: C	Aircraft #: 	ORG Choices: 	Office Number:
Type of Deviation:		Control Surface:	
Was possible pilot deviation validated? ☐ Yes ☒ No		Military Pilot Deviation? ☐ Yes ☒ No	
Previous Note(s)			
On Feb 23, 2023 @ 11:07 EST/EDT, Timothy Parry @ ANM wrote: Please attach audio relevant to this event. Utilize Non-skip silence and note exact audio start time/s in the HH:MM:SS format. Thank You! On Feb 23, 2023 @ 11:19 EST/EDT, Drew Schuster @ BUR wrote: Start - 02:49:00 End - 03:05:00 On Feb 24, 2023 @ 11:02 EST/EDT, Edward Wilson @ ANM wrote: ADS-B data is .txt file. delete '.txt' to open file in Google Earth Pro. *Note: SKW5326 was on the OROSZ2 SID, which also assigns a left turn to 270 heading when departing RWY 33. So, both A/C came off climbing to the same altitude on the same assigned heading.			
Barrier Analysis			
Recommend for Barrier Analysis Review? ☐ Yes ☐ No	BAR Category 	BAR Number 	Justification for BAR
Approve for Barrier Analysis Review? ☐ Yes ☐ No	Existing Combined Safety Barrier Review 		
Link to an existing Combined Safety Barrier Review ☐			

Air Traffic Mandatory Occurrence Report

[BUR-M-2023/02/22-0002 - DRAFT](#)

NMAC			
Was this a verified NMAC?			
☐ Yes ☒ No	NMAC Number: _____		
Apt/NAVAID:	Direction:	Distance:	
Pilot of ASH5826			
Pilot Name:	Phone Number:	Certificate Number:	
Address:			
Pilot of SKW5326			
Pilot Name:	Phone Number:	Certificate Number:	
Address:			
NMAC Description:			
Summary			
J1. Summary - provide a brief summary for all MORs in this section that will provide enough information for QA to understand what occurred. Include information about items that require additional information in the specific MOR you are reporting.			
N1547C A SR22 CAME ON FREQ TIED TO 33 WITH SWA INBOUND TO 33, LC CHANGED THE SR22 TO 26 TO FIX THE OVERTAKE. SWA2250 LANDED 33. LC PUT SKW5326 IN POSITION ON 33. THE SR22 WAS SHORT FINAL TO 26, ASH5826 INBOUND TO RWY33. LC SENT N1547C AROUND TO EXPEDITE THE DEPT OFF OF RWY 33 AND ASSIGNED LEFT TRAFFIC TO RWY33 AND TOLD HIM NUMBER 2, SR22 TURNED RIGHT INSTEAD OF LEFT, LC HAD TO FIX HIS TURN AS HE WAS TURNING INTO THE RWY 33 DEPT CORRIDOR. ONCE THE SR22 HAD CORRECTED HIS TURN LC CLEARED SKW5326 FOR TAKE OFF. HE DID NOT ROLL EXPEDITIOUSLY, ASH5826 ASKED IF RWY 33 TRAFFIC WAS AIRBORNE LC SAID THEY WERE ROLLING. ASH5826 INITIATED A GO AROUND. THEY WERE GIVEN 4000 AND RWY HDG. THEN LC TURNED THEM TO A 270 HDG. THEY REPORTED RESPONDING TO AN RA AND WERE CLIMBING. LC HAD VISUAL SEP OUT THE WINDOW. THEY WERE GIVEN A 190 HDG AND SWITCHED TO FILLMORE. ASH5826 RETURNED AND LANDED WITHOUT INCIDENT.			

Air Traffic Mandatory Occurrence Report

BUR-M-2023/02/22-0002 - DRAFT

QA Summary

Airborne LoSS.

N1547C (SR22) inbound from the south on a heading 080, instructed to follow SWA2250 (B737) inbound from the west on a 6nm base to RWY33. N1547C reports traffic in sight and requests RWY26. LC assigns left traffic RWY26; readback correct. SWA2250 cleared to land RWY33. POL100 (H500) 5nm east of the field inbound. N1547C on left base for RWY26 is given traffic on POL100 and is reported in sight. POL100 is given traffic on N1547C and also reported in sight. N1547C now cleared to land RWY26, readback correct, and issued traffic that will hold in position for departure RWY33. POL100 then reports inbound and is instructed to follow N1547C #2, RWY26, continue. SWA2250 lands RWY33 and exits. SKW5326 (E75L) awaiting departure is instructed to turn right onto RWY33, back taxi as necessary, RWY33 LUAW; readback was correct. Traffic not issued on A/C landing RWY26. ASH5826 (CRJ9) 6nm southeast of the field reports inbound on a VA RWY33. LC issued traffic holding in position and RWY33 continue. Traffic was not issued for N1547C or POL100 and vice versa. POL100 was cleared to land RWY26 on the numbers and hold short RWY33; readback was correct. Short final for RWY26, N1547C was issued a go around and instructed to turn base for RWY33, follow traffic on a 2nm final ASH5826. N1547C confirms go around and continues to fly straight. LC instructed, start crosswind turn now. N1547C questioned if that was a right crosswind. LC instructed left crosswind. N1547C responded with roger turning right crosswind. LC corrected them to turn left crosswind and they started a left crosswind turn, southbound towards ASH5826 straight in for RWY33. Once N1547C was past the RWY33 intersection LC cleared SKW5326 for takeoff RWY33. LC cleared ASH5826, 1 mile final, landing clearance. ASH5826 queried, "are we cleared to land?" LC replied affirmative, RWY33 cleared to land. Without a callsign a transmission was heard asking "is he off the runway yet? (diff voice) No, We're going around." LC observed the go around and instructed ASH5826 to climb and maintain 4000ft, fly runway heading. ASH5826 response was to ask for the altitude again; re-issued. LC then instructed ASH5826 to turn right heading 270 with an immediate correction to turn left heading 270. SKW5326 instructed to continue on the SID (also a left turn to 270). ASH5826 instructed to continue the climb. LC asked ASH5826 if they had SKW5326 in sight to which they replied "negative, we got an RA and we're complying with it." LC then instructed ASH5826 to turn right 30 degrees with an immediate correction of turn left 30 degrees; readback of left 30 degrees was correct. ASH5826 was issued heading 190. LoSS, Tower Visual Separation not applied: no traffic calls. Closest proximity 1,971ft lateral and 0ft vertical.

E.Wilson/T.Parry 02/23/2023

*Note: SKW5326 was on the OROS22 SID, which also assigns a left turn to 270 heading when departing RWY 33.

System Service Review

BUR-S-2023/02/22-0001

A1. FAC ID			A2. Date UTC (mm/dd/yyyy)							A3. Start Time UTC				A4. End Time UTC				A5. Position	
B	U	R	0	2	2	3	2	0	2	3	0	3	0	0	0	3	1	0	Local Control
A6. Aircraft #1										A7. Aircraft #2									
Aircraft ID			Aircraft Type/Suffix			IFR/VFR				Aircraft ID			Aircraft Type/Suffix			IFR/VFR			
ASH5826			CRJ9			IFR				SKW5326			E75L			IFR			
Training																			
1. Were any training issues identified?																			
☐ Yes ☒ No																			
Weather																			
1. What were the prevailing weather conditions?																			
☐ IFR ☒ VFR ☐ Other																			
2. Was any pertinent precipitation depicted on the radar?																			
☐ Yes ☒ No																			
3. Did LLWAS alert?																			
☐ Yes ☒ No ☐ N/A																			
4. Were weather phenomena a factor?																			
☒ Yes ☐ No																			
☐ Turbulence ☐ Icing ☐ Thunderstorm ☐ Low Ceilings ☐ Break Conditions ☐ Wind Shear ☒ Other If other, explain RWY26/33 Winds were 26010G18																			
5. Were any SIGMETs or PIREPs in effect?																			
☐ Yes ☒ No																			
Efficiency																			
1. Were any efficiency issues identified?																			
☒ Yes ☐ No																			
2. Were pertinent traffic management initiatives in effect?																			
☒ Yes ☐ No																			
What types of TMs were in effect? SKW5326 had a CFR 0253Z-0255Z to SFO																			
3. Were TMs complied with?																			
☒ Yes ☐ No																			

System Service Review

BUR-S-2023/02/22-0001

Efficiency (continued)	
4. Were TMI's effective?	☒ Yes ☐ No
5. Were TMI's initiated in a timely manner?	☒ Yes ☐ No
6. Was final approach spacing appropriate for runway configuration and weather conditions?	☒ Yes ☐ No ☐ N/A
7. What were the prevailing weather conditions?	☐ IFR ☒ VFR ☐ Other
8. Were weather phenomena a factor?	☐ Yes ☒ No
9. Were any potential systemic efficiency issues identified?	☐ Yes ☒ No
Airspace/Airport	
1. Were any airspace/airport issues identified?	☒ Yes ☐ No
2. Were any sectors/positions combined?	☒ Yes ☐ No ☐ N/A
If Yes, explain Local Control was combined with Local Assist and FDCD was combined with GC.	
3. Were any runway/taxiways unavailable or restricted?	☒ Yes ☐ No ☐ N/A
If Yes, explain RWY33 at Burbank does not have a taxiway to accommodate aircraft with a wingspan greater than 95ft. Most commercial aircraft that depart Burbank have a wingspan greater than 95ft. This requires all 737, A319, A320 aircraft to have to back-taxi on RWY33 to depart. Usually with aircraft inbound to that runway. The Bravo side of the Airline Terminal Ramp which parallels RWY33 also has wingspan restrictions. Any aircraft with a wingspan greater than 113ft, that is not parked at the gate will penetrate the RWY33 RSA making that runway occupied/unusable. Given that criteria and lack of a sufficient taxiway within 1000ft of the threshold/beginning of RWY33 doesn't give LC any options to take an aircraft with a wingspan greater than 113ft off the runway in a timely manner unless they taxi them up to the Alpha side of the terminal ramp or TWY Charlie.	
4. Was shelved airspace an issue?	☐ Yes ☒ No ☐ N/A

System Service Review

BUR-S-2023/02/22-0001

Airspace/Airport (continued)

5. Were there any MIA/MVA issues?

☒ Yes ☐ No ☐ N/A

If Yes, explain

Per SCT/BUR LOA the only go-around procedures we have on RWY33 is H270 climbing to 4000. That is the only heading we are legally allowed to issue due rising terrain north and east of Burbank Airport right off the departure end of RWY33, and the high MVA's.

BUR used to be able to utilize DVA's where we could issue headings from 250-300 if there was a go-around on RWY33. However, as of May 2022 BUR can no longer use DVA's per SCT. The only legal option is H270/4000

6. Were any potential systemic airspace/airport issues identified?

☒ Yes ☐ No

If Yes, explain

Airport issues-

RWY33 at Burbank does not have a taxiway to accommodate aircraft with a wingspan greater than 95ft. Most aircraft that depart Burbank have a wingspan greater than 95ft. This requires all 737, A319, A320 aircraft to have to back-taxi on RWY33 usually with aircraft inbound to that runway.

ATC also cannot safely pushback aircraft with a wingspan greater than 113ft from the Bravo side of the terminal without occupying RWY15/33.

The Bravo side of the Airline Terminal Ramp. Which parallels RWY33 also has wingspan restrictions. Any aircraft with a wingspan greater than 113ft, that is not parked at the gate will penetrate the RWY33 RSA making that runway occupied/unusable. Given that criteria and lack of a sufficient taxiway within 1000ft of the threshold/beginning of the runway doesn't give LC any options to take an aircraft with a wingspan greater than 113ft off the runway in a timely manner unless they taxi them up to the Alpha side of the terminal ramp or TXW Charlie.

The Bravo side of the Airport Terminal also uses non-standard markings for aircraft to follow in/out of their gate, often confusing the pilots. These markings have been changed and redesigned over the years due to confusion, proximity to the runway and aircraft colliding with other aircraft parked in the B Gates. These markings, taxi-lanes and hold short bars are also not lighted. Making it very difficult to see at night or in rainy weather.

There are also non-standard hold-short markings in the airline non-movement area that are not lighted.

Procedures

1. Were any procedural issues identified?

☒ Yes ☐ No

System Service Review

BUR-S-2023/02/22-0001

Procedures (continued)	
	2. Was the procedural issue covered in a local directive (including LOA)? ☒ Yes ☐ No If Yes, explain Per BUR/SCT LOA. The letter of agreement Burbank (BUR) airport has with Southern California TRACON (SCT) states that BUR tower is responsible for the sequencing of VFR aircraft to the airport handed off from SCT once communications are transferred. There is no requirement for SCT to take into account the traffic inbound to or operating within BUR tower's Class C airspace. Often times coming into conflict with Jet IFR arriving traffic. Allowing the LC little time to call traffic, sequence and resolve all traffic conflicts. This is usually more of a burden during RWY26/33 operations. Due to the fact that most of BUR VFR traffic comes from the South and East. That is where all IFR arrivals are being vectored and sequenced to land.
	3. Was the procedural issue covered in a national directive? ☐ Yes ☒ No
	4. How long has the procedure been in place? ☐ Less than 3 months ☐ Between 3 and 6 months ☒ Longer than 6 months ☐ Unknown
	5. Were any potential systemic procedural issues identified? ☒ Yes ☐ No If Yes, explain BUR does not have a TMI in place to accommodate RWY33 configuration.
Directives	
	1. Were any directive issues identified? ☒ Yes ☐ No
	2. Were there national requirements to develop local directives that were not fulfilled? ☐ Yes ☒ No
	3. Was an optional local directive developed to augment a national directive? ☐ Yes ☒ No
	4. Were any identified components of local directives in conflict with national directives? ☒ Yes ☐ No If Yes, explain BUR SOP states that LC may elect to use LUAW for an aircraft awaiting release only when the aircraft will not be holding on the runway for more than two minutes, or Southern California TRACON (SCT) has provided a release estimate of two minutes or less. 7110.65 States Aircraft may not be in position more than 90 seconds without an update.
	5. Were personnel unfamiliar with the application of a directive? ☐ Yes ☒ No
	6. Were any potential systemic directive issues identified? ☐ Yes ☒ No

System Service Review

BUR-S-2023/02/22-0001

Equipment	
1. Were any equipment issues identified?	☐ Yes ☒ No
Customer Feedback	
1. Was there customer feedback regarding the operation during this review session?	☒ Yes ☐ No
2. Did the feedback express customer praise?	☐ Yes ☒ No
3. Did the feedback express customer concern?	☒ Yes ☐ No
If Yes, explain ASH5826 advised SCT that the go-around was a near "catastrophe"	
4. Was the feedback validated?	☐ Yes ☒ No
Resource Management	
1. Were any resource management issues identified?	☒ Yes ☐ No
2. Were any resource management issues identified?	☐ FLM ☒ CIC ☐ OM ☐ Unknown
3. Was the operational area under review properly staffed?	☒ Yes ☐ No
4. Were any positions not properly staffed?	☐ Yes ☒ No
5. Were positions/sectors combined/decombined in an appropriate/timely manner?	☒ Yes ☐ No
6. Were there any distractions in the operation?	☐ Yes ☒ No
7. Were any potential systemic resources management issues identified?	☒ Yes ☐ No
If Yes, explain There is only one Operational Supervisors at BUR. BUR is allocated for 3 supervisors.	

System Service Review

BUR-S-2023/02/22-0001

Individual Performance	
1. Was any notable Individual performance identified? (Exemplary and/or needing improvement)	
☒ Yes ☐ No	
	Position Local Control
Explanation During this session the Local Controller did not issue traffic advisories consistently as required. The controller's priority of duties was not within standards as SKW5326 was in LUAW for more than 90 seconds without a clearance to depart or update. The controller did not used expeditious handling with departing SKW5326 or with ASH5826 going around, the phrase immediately should have been used for both aircraft on each instance to help convey the urgency to each pilot. Standard same runway separation was not adhered to as it was highly unlikely that SKW5326 would have been at the required 6,000 feet and airborne. These and other performance concerns have been address through performance management with the employee and the supervisor of record.	
QC Findings	
N1547C A SR22 CAME ON FREQ FROM THE SOUTH REQUESTING RWY26, LC CHANGED THE SR22 TO RWY26 TO ACCOMODATE. SWA2250 LANDED RWY33AND THEN LC PUT SKW5326 IN POSITION ON RWY33. THE SR22 WAS SHORT BASE/FINAL TO RWY26, AND ASH5826 WAS INBOUND TO RWY33. LC SENT N1547C AROUND TO EXPEDITE THE DEPT OFF OF RWY33 AND ASSIGNED LEFT TRAFFIC TO RWY33 AND TOLD HIM NUMBER 2, SR22 TURNED RIGHT INSTEAD OF LEFT, LC HAD TO FIX HIS TURN AS HE WAS TURNING INTO THE RWY33 DEPT CORRIDOR. ONCE THE SR22 HAD CORRECTED HIS TURN LC CLEARED SKW5326 FOR TAKE OFF. HE DID NOT ROLL EXPEDITIOUSLY, ASH5826 ASKED IF RWY 33 TRAFFIC WAS AIRBORNE LC SAID THEY WERE ROLLING. ASH5826 INITIATED A GO AROUND. THEY WERE GIVEN 4000 AND RWY HDG. THEN LC TURNED THEM TO A 270 HDG. THEY REPORTED RESPONDING TO AN TCAS/RA AND WERE CLIMBING. LC HAD VISUAL SEP OUT THE WINDOW. THEY WERE GIVEN A 190 HDG AND SWITCHED TO FILLMORE. ASH5826 RETURNED AND LANDED WITHOUT INCIDENT.	
Review Team	
Brian Marshall Scott Thaler Nicholas Zajac Garrett Sunich	

LETTER OF AGREEMENT

EFFECTIVE: May 20, 2022

SUBJECT: Coordination Procedures

1. PURPOSE: This agreement establishes procedures for the coordination and control of air traffic between Southern California Terminal Radar Approach Control (TRACON) and Burbank airport traffic control tower (TOWER) and is supplementary to the procedures contained in the current FAA Order 7110.65.

2. CANCELLATION: This agreement supersedes and cancels the Letters of Agreement (LOA) between Southern California Terminal Radar Approach Control (SCT) and Burbank Tower (BUR), subject, *Coordination Procedures*, dated February 1, 2018, including pen and ink changes dated February 16, 2021.

3. SCOPE: The procedures outlined herein are for use in the coordination and control of air traffic into and out of Burbank Airport (BUR).

4. DEFINITIONS: Computer-adapted aircraft types:

- a. J—Jet/heavy, super or turbojet
- b. M—Turboprop, 190 kts or greater
- c. P—Reciprocating engine, 190 kts or greater
- d. Q—Non-jet, less than 190 kts

5. RESPONSIBILITIES:

a. All headings assigned for IFR departures, instrument missed approaches, and visual approach go-around procedures must be in compliance with Attachment 6: *Vectors Below Minimum Altitude*.

b. Delegated Airspace, BUR Class C Surface Area:

(1) When the reported BUR weather (WX) is at or **above** visual flight rules (VFR) minima, TOWER is responsible for the airspace within the BUR Class C inner core surface area from:

(a) 3,000' MSL and below, north of the Runway (RWY) 8/26 centerline; and

(b) 2,500' MSL and below, south of the RWY 8/26 centerline, excluding area Foxtrot. (airspace west of Woodman Avenue delegated to Van Nuys Tower – VNY). See Attachment 1, *Airspace Delegated to Burbank Tower*.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

(2) When the WX at BUR is reported **below** basic VFR minima, TOWER is responsible for the airspace within the BUR Class C inner core surface area from:

- (a) 3,000' MSL and below north of the RWY 8/26 centerline; and
- (b) 2,500' MSL and below south of the RWY 8/26 centerline; and
- (c) Commencing at the point where the RWY 8/26 centerline intersects the eastern arc of the BUR Class C inner core; thence
- (d) Clockwise to the point where the RWY 15/33 centerline intersects the southern arc of the BUR Class C inner core; and
- (e) 2,200' MSL and below clockwise from RWY 15/33 centerline/BUR Class C inner core southern arc to the RWY 8/26 centerline, excluding area Foxtrot (airspace west of Woodman Avenue delegated to VNY TOWER). See Attachment 1, *Airspace Delegated to Burbank TOWER*.

c. Delegated Airspace, Area Delta:

(1) TRACON delegates area Delta to TOWER when the reported BUR WX is at or *above* VFR minima, for the general purpose of handling VFR aircraft exiting the Los Angeles (LAX) Class B airspace en route to the BUR Class C airspace.

NOTE- *This action allows TOWER the ability to communicate with the aircraft in a more efficient and timely manner without delaying these aircraft due to the short distance between the LAX Class B and BUR Class C boundaries – one point two (1.2) nautical miles (NM).*

(2) Area Delta consists of:

- (a) The adjacent airspace outside and south of the BUR Class C surface area,
- (b) Between the Golden State Freeway [Interstate 5] to the east, and
- (c) Woodman Avenue to the west, and
- (d) South to the northernmost boundary of the LAX Class B surface area.
- (e) The vertical limit of area Delta is 2,000' MSL. Area Delta is depicted in Attachment 1, *Airspace Delegated to Burbank TOWER*.

NOTE- *Area Delta is only in effect when the reported BUR WX is VFR.*

d. Delegated Airspace, Area Foxtrot:

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

(1) TRACON delegates area Foxtrot to VNY Tower for the general purpose of providing RWY 16 instrument flight rules (IFR) departures a clear path that does not enter the BUR Class C surface area.

(2) Area Foxtrot consists of:

(a) The southwest portion of BUR Class C surface area,

(b) Including the airspace west of Woodman Avenue, extending south to the point where,

(c) Woodman Avenue intersects the southwestern arc of the BUR Class C, continuing,

(d) Clockwise along the BUR Class C surface area arc until reaching,

(e) The point where the arc intersects the extended RWY 8/26 centerline,

(f) Thence eastward along the extended RWY 8/26 centerline back to Woodman Avenue.

(g) The vertical limit of area Foxtrot is 2,500' MSL. Area Foxtrot is depicted in Attachment 1, *Airspace Delegated to Burbank TOWER*.

e. Simultaneous operations are authorized on RWY 8 and RWY 15 with land and hold short operations (LAHSO) conducted only on RWY 15 in accordance with the current TOWER order for LAHSO.

f. When tower display workstation (TDW) is unusable:

(1) TRACON must assume responsibility for the entire airspace defined in paragraph 5.b and c above and depicted in Attachment 1, *Airspace Delegated to Burbank TOWER*.

(2) TOWER may, with TRACON approval, conduct VFR operations in the airspace defined in paragraph 5.b and c and depicted in Attachment 1, *Airspace Delegated to Burbank TOWER*, provided that it maintains visual separation between all aircraft on its frequency. If TOWER is unable to maintain visual separation, TOWER must advise the TRACON.

g. TOWER and TRACON must advise each other when any condition exists that may affect normal operations.

h. TOWER must input all WX observations (including ATIS code), changes to active runways, equipment status, and the weekly digital altimeter setting indicator (DASI) correction factor into the NAS information display system (NIDS).

6. PROCEDURES:

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

a. Opposite Direction Operations: See Attachment 5.

b. Coordination:

(1) The use of the “Modify” and/or “Quick Look” feature for the transfer of radar identification of arriving and departing aircraft is authorized between TOWER and TRACON on a continuous basis provided:

(a) All aircraft display primary and secondary radar returns.

(b) STARS is functioning and:

1) TRACON ensures the arrival aircraft’s STARS data block remains tagged and correlated with the aircraft’s target.

2) TOWER ensures the departure aircraft’s STARS data block remains tagged and correlated with the aircraft’s target.

(c) The STARS data block contains the aircraft identification, type aircraft, Mode-C altitude and appropriate authorized scratch pad as depicted in Attachment 3, *Scratch Pad Use*.

(2) TOWER’s local control (LC) is responsible to determine whether the use of the “Modify and/or Quick Look” feature is satisfactory for the transfer of STARS data between TOWER and TRACON.

c. Departures:

(1) TRACON must:

(a) Unless rundown list procedures are in effect, issue an expected departure release (EDR) time or delay time if release cannot be issued immediately.

(b) Have control of all Class C service departures on contact.

NOTE- See Attachment 2, *Class C Service Procedures and Routes*, for description of Class C service aircraft.

(c) When necessary due to traffic/workload, stop Class C service departures and advise the TOWER when to expect the restriction to be canceled.

(2) TOWER must:

(a) Ensure STARS auto-acquisition on all IFR departures and departing J and M class aircraft requesting Class C service.

NOTE- If a departing aircraft does not have a correlated data tag within two and one-half nautical miles (2 ½ NM) after departure, TOWER must verify with TRACON

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

that radar contact has been established. If radar contact has not been established, TOWER must affect radar handoff.

(b) Issue IFR clearances via the Los Angeles Air Route Traffic Control Center (Center) computer-generated proposed departure flight progress strip. The flight progress strip generated by the Center computer must constitute Center clearance for all aircraft departing within 120 minutes of the proposed departure time.

(c) Issue all information between the plus signs on the computer-generated flight progress strip.

(d) Obtain departure clearances from TRACON when the TOWER's FDIO equipment is non-operational.

(e) Ensure the proposed time of departure has not lapsed by 120 minutes or more unless prior coordination with Center is completed in sufficient time for the Center to ensure that the flight plan is stored in the computer.

(f) Not amend proposed times on flight plans containing EDCT times.

(g) Call the following sectors for release and issue the appropriate frequencies:

DP	8	15	26	33
ELMOO	Glendale 135.05	Glendale 135.05	Glendale 135.05	Glendale 135.05
SLAPP	Valley 124.6	Valley 124.6	Fillmore 120.4	Fillmore 120.4
OROSZ	Valley 124.6	Valley 124.6	Fillmore 120.4	Fillmore 120.4
VAN NUYS	Valley 124.6	Valley 124.6	Fillmore 120.4	Fillmore 120.4
VERRA	Valley 124.6	Valley 124.6	Fillmore 120.4	Fillmore 120.4

(h) Coordinate departure runway on aircraft requiring a release if other than the primary runway. RWY 15 is primary during RWY 8/15 operations; RWY 33 is primary during RWY 26/33 and RWY 8/33 operations.

(i) Transfer communications on all departing aircraft to TRACON in a timely manner after initial departure separation is ensured and any necessary traffic advisories have been issued.

(j) Obtain a release from the TRACON for:

1) All IFR departures.

2) J and M class aircraft requesting Class C service.

(k) Consider all departure releases to be void if the aircraft has not begun takeoff roll within three (3) minutes after release.

NOTE- *Once a departure release has been obtained, RWY 33 departures must be back-taxied, requiring full use of the 3-minute grace period.*

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

- (l) Ensure that all P & Q Class C service departures are radar identified, properly routed and have correct scratch pad.
 - (m) Ensure STARS data tag acquisition prior to communications transfer.
 - (n) Ensure that VFR departures to Whiteman (WHP) and Van Nuys (VNY) Airports remain within TOWER's delegated airspace until entering the adjoining airspace.
 - (o) Assign initial altitude of 5,000' MSL to all RWY 8 IFR departures and all aircraft flying the ELMOO DP. Assign 4,000' MSL to all other IFR departures, unless otherwise specified within this LOA, and advise to expect higher altitude in 10 minutes.
 - (p) Class C service departures will be assigned altitudes in accordance with Attachment 2, *Class C Service Procedures and Routes*.
 - (q) Post and assign speed restrictions to all applicable departures when directed by the TRACON operations supervisor (OS)/controller-in-charge (CIC)/TMU.
 - (r) NAVAID outage standardized procedure is to issue an RNAV SID if appropriate, or the obstacle departure procedure (ODP), or an alternate SID for radar vectors to next NAVAID/final approach course/airway/radial.
 - (s) Issue the Santa Monica Airport (SMO) WX to all aircraft departing IFR to SMO.
 - (t) Glendale sector is responsible for the APREQ with Fillmore and Valley sectors on RWY 33 ELMOO departures; and Valley sector on RWY 26 ELMOO departures.
- d. Arrivals:
- (1) TRACON must:
 - (a) Provide the approach sequence for all IFR aircraft to RWY 8 or RWY 15 and intersection sequence for J and M class aircraft that are unable to hold short.
 - (b) Restrict all downwind arrivals, except right downwind to RWY 15, to remain at or above 3,000' MSL until established on downwind. TRACON must not assign east arrivals right traffic to RWY 8 or RWY 15. Aircraft assigned RWY 15 that will not enter the traffic pattern via downwind must be assigned at or above 3,000' MSL until established on final.
 - (c) To the extent possible, restrict P and Q class aircraft en route to VNY and WHP from east of BUR to maintain VFR at or above 3,000' MSL and not assign a routing.
 - (d) Not assign J and M class aircraft right downwind to RWY 26 or RWY 33, or P/Q class aircraft right base to RWY 33 without prior approval.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

- (e) Transfer communications on all aircraft prior to the TOWER's delegated airspace, but not before that aircraft is within a 10-NM radius of the airport.
 - 1) RWY 08 arrivals must remain on TRACON frequency until passing FAF or VNY RWY 16 extended centerline.
 - 2) To the extent possible, all other aircraft must be transferred prior to the FAF.
- (f) Obtain prior approval from TOWER for any contact approach when WX conditions at BUR are less than basic VFR minima.
- (g) Instruct all SVFR arrivals to BUR, VNY and WHP to remain outside Class C surface area or VFR above the obscuration.
- (h) Provide TOWER with the approach sequence and the position of inbound aircraft when TDW is unusable.
- (i) Obtain approval for approaches to other than the active runway(s).
- (2) TOWER must:
 - (a) Provide visual separation between all arriving aircraft within five (5) miles of the airport when the reported visibility is five (5) statute miles or greater. If TOWER is unable to apply and maintain visual separation due to a restriction to visibility, TOWER must advise TRACON ASAP.
 - (b) Provide visual separation between all arriving and departing aircraft within TOWER delegated airspace.
 - (c) Sequence all VFR P/Q class aircraft, including those that are unable to hold short.
 - (d) Sequence all IFR P/Q class aircraft on visual approaches to RWY 26 and RWY 33.
 - (e) Provide initial service to VFR P/Q class aircraft departing WHP or VNY landing BUR.
 - (f) Coordinate IFR aircraft missed approaches from published instrument approaches:
 - 1) Advise the appropriate TRACON BUR area sector of the missed approach.
 - 2) Issue missed approach procedures as follows:
 - a) Climb and maintain 3,000' MSL.
 - b) Track the localizer/final approach course inbound.
 - c) Fly the published missed approach.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

- 3) Initiate a handoff to the appropriate TRACON BUR area sector.
 - (g) Coordinate IFR aircraft go-arounds from visual approaches:
 - 1) Advise the appropriate TRACON BUR area sector of the go-around.
 - 2) Initiate a handoff to the appropriate TRACON BUR area sector.
 - 3) Instruct aircraft to climb and maintain 3,000' MSL and overfly the runway, then:
 - a) RWY 8: Instruct the IFR aircraft to climb and maintain 5,000' MSL and fly heading 210°.
 - b) RWY 15: Instruct the IFR aircraft to climb and maintain 4,000' and fly heading 210°.
 - c) RWY 26: Instruct the IFR aircraft to climb and maintain 4,000' and fly heading 260°.
 - d) RWY 33: Instruct the IFR aircraft to climb and maintain 4,000' MSL and fly heading 270°.
 - (h) Have control to cancel altitude restriction and adjust aircraft speed, approach path, and runway assignment on contact.
 - (i) Be responsible for sequencing and separation of any aircraft whose speed, approach path, or runway is changed by TOWER.
 - (j) Advise TRACON whenever TOWER is unable to comply with (a) through (i) above.
 - (k) Have the authority to initiate a visual approach within TOWER delegated airspace and ensure approved separation from all other traffic.
- e. Practice Approaches:
- (1) TRACON must ensure that all aircraft requesting VFR practice approaches have the correct VFR climb out instructions, and scratch pad. TOWER must note the absence or presence of the trailing "V" in position 7 of the data block to determine if the aircraft is IFR or VFR. See Attachment 3, *Scratch Pad Use*.
 - (2) TOWER must not approve subsequent approaches for aircraft that do not have the required scratch pad and VFR data block information or that have not been handed off to the appropriate TRACON sector.
 - (3) TRACON must issue all climb out instructions/clearance prior to frequency change to TOWER.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

(4) TOWER must ensure aircraft has canceled IFR prior to executing climb out instructions. If the aircraft has not canceled IFR, TOWER must not approve subsequent operations.

(5) In the event an aircraft that is on an IFR instrument approach requests subsequent practice approaches after frequency change to the TOWER, TOWER must APREQ with the appropriate TRACON sector; i.e.: “*APREQ N123 return for VFR practice approaches*” and issue VFR climb out instructions as follows:

FIMR (F)	Turn Left Heading 290	VFR at or above 55
WDLR (W)	Turn Left Heading 290	VFR at or above 35
GLNR (X)	Turn Right Heading 120	VFR at or above 30

(6) TRACON must modify scratch pad after frequency change from TOWER on subsequent approaches.

f. Aircraft requesting VFR on-top (OTP) clearances may be approved by one of the following procedures:

(1) For eastbound aircraft, assign the ELMOO SID to ELMOO, altitude 5,000' MSL (FDIO route BUR..ZL1).

(2) For other aircraft, assign the Van Nuys SID to Van Nuys VOR, altitude 5,000' MSL (FDIO route BUR..VD0).

(3) Enter requested VFR altitude and direction of flight, or destination, in FDIO remarks.

(4) Substitute “P” for “N” in registration number.

g. For BUR departures requesting approaches to BUR, VNY, WHP, WJF, PMD or PSP issue one of the following clearances as appropriate:

NOTE- *Issue all RWY 8 departures an initial altitude of 5,000' MSL.*

(1) To BUR:

(a) ILS or LOC: Enter BUR..SILEX..BUR, altitude 4,000' MSL.

(b) VOR: Enter BUR..CANOG..BUR, altitude 4,000' MSL.

(c) RNAV-A: Enter BUR..CEZKA..BUR, expect altitude 6,000' MSL.

(d) RNAV-Z: Enter BUR..BUBNE..BUR altitude 4,000' MSL.

(2) To VNY:

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

- (a) ILS: Enter BUR..JINAT..VNY, expect altitude 6,000' MSL.
- (b) VOR-B: Enter BUR..GRANS..VNY, expect altitude 6,000' MSL.
- (c) LDA-C: Enter BUR..SILEX..VNY, altitude 4,000' MSL.
- (d) VOR-A: Enter BUR..CANOG..VNY; altitude 4,000' MSL.
- (3) To WHP: Enter BUR..CANOG..WHP; altitude 4,000' MSL.
- (4) To WJF/PMD:
 - (a) William J. Fox: Enter BUR..LANGE..PMD..WJF, expect altitude 7,000' MSL.
 - (b) Palmdale: Enter BUR..LANGE..PMD, expect altitude 7,000' MSL.
- (5) To PSP:
 - (a) J-types: Enter BUR..LANGE..PMD.V137.PSP, expect 15,000' MSL or filed altitude if higher.
 - (b) M-types (alternate route): Enter BUR.V186.V264.POM.V197.PDZ.V186..V64.TRM..PSP, expect 11,000' MSL.
 - (c) P/Q-types: Enter BUR.V186.PDZ.V186..V64.TRM..PSP, expect 11,000' MSL.
- h. WHP Coordination:
 - (1) Departures:
 - (a) RWY 30 - TRACON must advise BUR TOWER of call sign, aircraft type, and departure runway.
 - (b) RWY 12 - TRACON must APREQ departure with BUR TOWER.
 - (c) Initial coordination with BUR TOWER is for the aircraft to remain west of the RWY 15/33 centerline. A point-out is necessary to proceed eastbound through BUR TOWER's airspace.
 - (d) After receiving coordination from TRACON, BUR TOWER must be responsible for separation of aircraft executing a circling approach and WHP IFR departures.
 - (2) Arrivals:
 - (a) TRACON must point-out/APREQ to BUR TOWER all IFR WHP arrivals.
 - (b) BUR TOWER must provide separation between VFR and SVFR traffic operating under their jurisdiction and any IFR WHP arrivals BUR TOWER has accepted on a point out.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

(3) When WHP TOWER is closed, TRACON must accomplish an automated handoff and transfer communications to BUR TOWER on any IFR WHP arrival. BUR TOWER is responsible for obtaining the IFR cancellation and advising Woodland sector.

i. VFR Automated Point-Out Procedures:

(1) Use of the automated point-out is authorized between TRACON and TOWER. When the automated point out procedures are not in effect, point-outs must be conducted in accordance with FAAO 7110.65.

(2) VFR altitude information must be forwarded to the receiving controller via secondary scratch pad data as described in Attachment 3, or via verbal coordination.

(3) After a point-out is accepted, the transferring controller must not modify information contained in the full data block unless it is verbally coordinated.

(4) The following procedures must be used by the transferring and receiving controllers for all automated point-outs:

(a) Transferring controller must:

- 1) Place the aircraft in point-out status.
- 2) Verbally forward any pertinent information not available from the full data block.

(b) Receiving controller must:

- 1) Observe information in the full data block.
- 2) Verbally forward any restrictions or pertinent traffic to transferring controller prior to accepting a point-out.

(5) Acceptance of a point-out constitutes approval for transition as specified in the scratch pad or verbal coordination.

(6) Local Flights: Acceptance of an automated point-out on an aircraft with “LCL” in the primary scratch pad constitutes approval for maneuvering in the receiving controller’s area of jurisdiction. Verbal coordination is required when the operation terminates.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

7. ATTACHMENTS:

- a. Attachment 1 – Airspace Delegated to Burbank TOWER
- b. Attachment 2 – Class C Service Procedures and Routes
- c. Attachment 3 – Scratch Pad Use
- d. Attachment 4 – STARS Rundown List Procedures
- e. Attachment 5 – Opposite Direction Operations (ODO)
- f. Attachment 6 – Vectors Below Minimum Altitude

**DALE E
RALPH**

Digitally signed by DALE E
RALPH
Date: 2022.05.10 08:36:32
-07'00'

Dale Ralph
Air Traffic Manager (A)
Southern California TRACON

**BRIAN D
MARSHALL**

Digitally signed by BRIAN D
MARSHALL
Date: 2022.05.10 08:30:30
-07'00'

Brian Marshall
Air Traffic Manager
Burbank Airport Traffic Control TOWER

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

ATTACHMENT 1

Airspace Delegated to Burbank TOWER

A. BUR, VNY & WHP AIRSPACE – GENERAL OVERVIEW

BUR REPORTING VFR WEATHER CONDITIONS

WHP REPORTING VFR WEATHER CONDITIONS

Figure 1-1



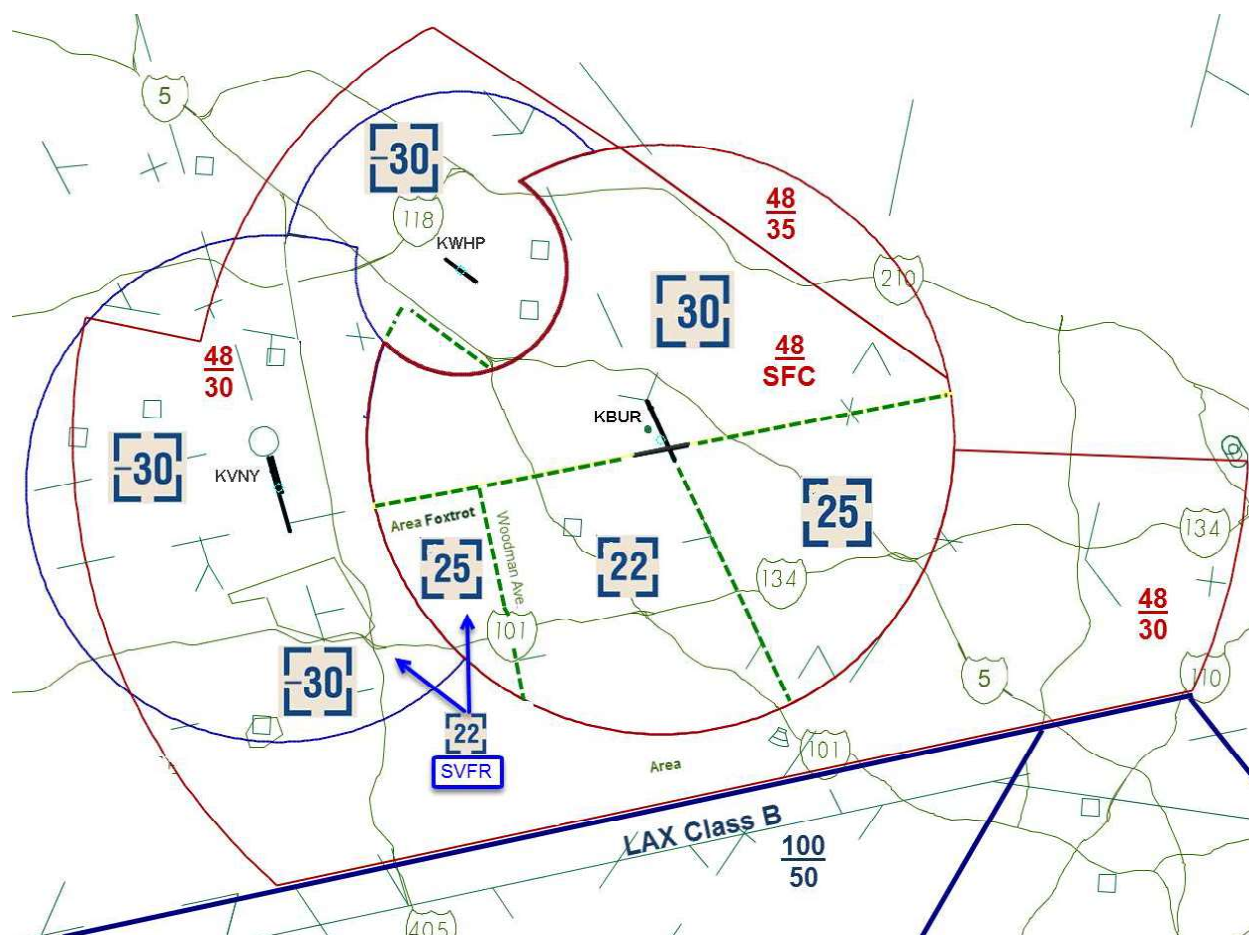
NOTE- This graphic depicts BUR Class C airspace (inner & outer cores), VNY Class D and WHP Class D surface areas, as described in par. 5 of this LOA.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

BUR REPORTING WEATHER **BELOW** VFR MINIMA

WHP REPORTING WEATHER **AT or ABOVE** VFR MINIMA

Figure 1-2



NOTE 1- The southwestern portion of WHP Class D (west of the I-5 freeway) is shared with BUR ATCT only when WHP WX is VFR. [see BUR & WHP LOA]

NOTE 2- Area Delta is not in effect when BUR WX is below VFR.

NOTE 3- VNY ATCT may conduct and control SVFR at or below 2,200' MSL within VNY Class D and area Foxtrot.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

ATTACHMENT 2

Class C Service Procedures and Routes

1. For the purpose of this Letter of Agreement, “Class C service aircraft” refers to VFR aircraft that will enter that portion of the BUR Class C airspace controlled by TRACON.
2. J and M class aircraft, except M class aircraft requesting a northeast departure, must be issued the SID heading which corresponds to the departure runway and route of flight requested.
3. TOWER must enter a STARS or FDIO flight plan including a VFR altitude and issue the following Class C service routes:

a. RWY 8 and RWY 15 departures:

- (1) P & Q class aircraft proceeding west through north (including aircraft landing OXR and CMA):

Intercept and parallel the Golden State Freeway on the west side until exiting the surface area. Departure will be the Fillmore Sector (Golden State Departure).

- (2) M, P, & Q class aircraft proceeding northeast:

Proceed direct Mendenhall Peak until exiting the surface area. Departure sector will be the Glendale sector for M class aircraft and Fillmore sector for P and Q class aircraft. TOWER must point-out P & Q class aircraft that depart its airspace into an inappropriate sector (Mendenhall Departure).

- (3) P & Q class aircraft proceeding east through southwest:

Maintain at or below 2500' MSL until advised. Eastbound aircraft will go to the Glendale sector (Rose Bowl Departure). Aircraft proceeding south through southwest will go to the Valley sector (Mulholland Departure).

b. RWY 26 and RWY 33 departures:

- (1) P & Q class aircraft proceeding west through north (including aircraft landing OXR and CMA):

Intercept and parallel the Golden State Freeway on the west side until exiting the surface area. Departure will be the Fillmore sector.

- (2) M, P, & Q class aircraft proceeding northeast:

Proceed direct Mendenhall Peak until exiting the surface area. Departure sector will be the Fillmore sector.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

(3) P & Q class aircraft proceeding east:

Maintain at or below 2500' MSL until advised. Departure will be the Glendale sector.

(4) P & Q class aircraft proceeding south through southwest:

Maintain at or below 2500' MSL until advised. Departure will be the Valley sector.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

ATTACHMENT 3

Scratch Pad Use

1. The Primary Scratch Pad Field:

- a. Must contain the computer assigned exit fix for aircraft departing or en route through TRACON airspace.
- b. Must contain the three-letter destination airport identifier for both IFR and VFR aircraft landing TRACON airspace and must be modified to reflect the appropriate three-letter destination airport identifier when an IFR or VFR aircraft changes destination:
- c. Must contain "LCL" for VFR aircraft with no specific destination, for example: maneuvering in a practice area.
- d. The following BUR area-specific scratch pad information pertain to aircraft conducting instrument approaches to BUR, VNY, WHP, SMO, EMT, OXR and CMA. Absence of secondary scratch pad information, implies IFR aircraft are executing the primary approach to a full stop as follows:

PRIMARY	BURBANK AREA MEANING
BUR	Landing BUR - ILS RWY 8 approach
WHP	Landing WHP - VOR-A approach
SMO	Landing SMO - VOR-A approach
EMT	Landing EMT - VOR-A approach
OXR	Landing OXR - ILS RWY 25 approach
CMA	Landing CMA - VOR RWY 26 approach

2. The Secondary Scratch Pad Field:

- a. Secondary Scratch Pads for aircraft conducting VFR practice instrument approaches and IFR aircraft executing other than the primary approach to a full stop must be entered as follows:

SECONDARY	BURBANK AREA MEANING
D	VOR-B VNY or VOR-B/RNAV-GPS-B EMT
R	PRIMARY RNAV or VOR APPROACH
RA	RNAV-A BUR
RC	RNAV-C WHP
RY	RNAV-Y BUR, CMA
RZ	RNAV-Z BUR, CMA
I	ILS APPROACH

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

ATTACHMENT 3

Scratch Pad Use

SECONDARY	BURBANK AREA MEANING
L	LOC-Z or Y RWY 8 BUR, LDA-C VNY or LOC-25 OXR
R	VOR APPROACH
V	VISUAL APPROACH VNY or WHP
V8	VISUAL APPROACH BUR RWY 8
V5	VISUAL APPROACH BUR RWY 15
RV5	RNAV VISUAL APPROACH BUR RWY 15
V6	VISUAL APPROACH BUR RWY 26
V3	VISUAL APPROACH BUR RWY 33 or SMO RWY 3
RV3	RNAV VISUAL APPROACH BUR RWY 33
V8V	VISUAL APPROACH BUR RWY 8 (Maintaining visual w/ preceding A/C)
V5V	VISUAL APPROACH BUR RWY 15 (Maintaining visual w/ preceding A/C)
V6V	VISUAL APPROACH BUR RWY 26 (Maintaining visual w/ preceding A/C)
V3V	VISUAL APPROACH BUR RWY 33 (Maintaining visual w/ preceding A/C)
V21	VISUAL APPROACH SMO RWY 21

(1) For multiple practice instrument approaches, utilize the following secondary scratch pad conventions:

- (a) The first character represents the current approach (see table above).
- (b) The second character identifies the TRACON sector the aircraft will proceed to on the VFR climb-out.
- (c) The third character identifies the type of approach to follow.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

ATTACHMENT 3

Scratch Pad Use

- b. The following BUR Area-specific scratch pads must be placed in the secondary scratch pad field to indicate an aircraft's specific operation.

SECONDARY	BURBANK AREA MEANING
II8	VFR TO RWY 8
I15	VFR TO RWY 15
I26	VFR TO RWY 26
I33	VFR TO RWY 33
III	VFR HELO TO BUR
VD0	IFR CLIMB TO VFR VIA VNY
ZL1	IFR CLIMB TO VFR VIA ELMOO
SFR	SPECIAL FLIGHT RULES AREA
SHO	SHORE LINE ROUTE
TCA	HOLLYWOOD PARK ROUTE
PMD	EXITING SCT VIA PALMDALE
GMN	EXITING SCT VIA GORMAN
POM	EXITING BUR AREA VIA POMONA
FIM	MANEUVERING OVER OR EXITING SCT VIA FILLMORE
CME	SIMI VALLEY PRACTICE AREA
EHA	NEWHALL PRACTICE AREA
SECONDARY	BURBANK AREA MEANING
MBU	MALIBU PRACTICE AREA
EPA	EAST PRACTICE AREA
PIX	LOCAL PHOTO MISSION
SW	VFR TO SOUTHWEST
SE	VFR TO SOUTHEAST
NE	VFR TO NORTHEAST
NW	VFR TO NORTHWEST

3. VFR Altitude Information:

- a. This scratch pad is not authorized for non-Mode C equipped aircraft.
- b. When using the automated point-out procedures, the following scratch pad entries may be made in lieu of verbal coordination. Use one of the following single letter characters in the first position of the secondary field followed by 2-digit altitude information.

ATTACHMENT 3

Scratch Pad Use

(1) Single letters for relaying controller assigned altitude restrictions (control instructions).

CHARACTER	MEANING
R	VFR aircraft is issued a specific altitude restriction. May be level at, climbing to, or descending to the altitude.
A	VFR aircraft is issued an "at or above" altitude restriction. Aircraft must be at or above the altitude.
B	VFR aircraft is issued an "at or below" altitude restriction. Aircraft must be at or below the altitude.

(2) Single letters for relaying pilot intentions. (Altitudes in conjunction with the letters "C" and "D" relay pilot intentions and have not been assigned)

CHARACTER	MEANING
C	VFR aircraft has requested a specific altitude. The aircraft may be level at, or climbing to the altitude indicated in the scratch pad
D	VFR aircraft has requested a specific altitude. The aircraft may be level at, or descending to the altitude indicated in the scratch pad

NOTE - The letters "C" and "D" are simply a way of forwarding pilot intentions to the next controller, as opposed to relaying control instructions. They DO NOT mean an altitude has been assigned.

c. The second and third characters must contain the two digits of the altitude.

(1) For altitudes of 9,500' MSL and below use the first two digits of the number.

EXAMPLES-

R85 = Altitude restriction of 8,500' MSL issued by ATC. Aircraft may be climbing or descending to reach this altitude.

A45 = Altitude restriction "at or above" 4,500' MSL issued by ATC.

B55 = Altitude restriction "at or below" 5,500' MSL issued by ATC.

C45 = Pilot has informed us that their aircraft will be climbing to or level at a VFR altitude of 4,500' MSL.

D95 = Pilot has informed us that their aircraft will be descending to or level at a VFR altitude of 9,500' MSL.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

ATTACHMENT 3

Scratch Pad Use

(2) For altitudes above 9,500' MSL, indicate the altitude as follows:

<i>Examples:</i>	10,500 = 00	11,500 = 01	12,500 = 02
-------------------------	-------------	-------------	-------------

MORE EXAMPLES-

R02 = Altitude restriction of 12,500' MSL issued by ATC. Aircraft may be climbing or descending to reach this altitude.

A00= Altitude restriction "at or above" 10,500' MSL" issued by ATC.

B03 = Altitude restriction "at or below" 13,500' MSL" issue by ATC.

C03 =Pilot has informed us that their aircraft will be climbing to or level at a VFR altitude of 13,500' MSL.

D01 = Pilot has informed us that their aircraft will be descending to or level at a VFR altitude of 11,500' MSL.

4. The use of a trailing “V” in association with a scratch pad for an IFR approach indicates the aircraft is a VFR practice approach. TOWER has the responsibility to ascertain the presence or absence of the “V”.

ATTACHMENT 4

STARS Rundown List Procedures

1. PROCEDURES:

a. IFR Procedures:

(1) TOWER must:

- (a) Use the rundown list to request IFR departure release from the TRACON.
- (b) Ensure departures are entered into the appropriate sector's rundown list and that the order of IFR departing aircraft is correct.
- (c) Relay information in the remarks section of the applicable rundown list as follows:
 - 1) Forward flight plan amendments by putting "AM" in the remarks section of the rundown list followed by the flight plan amendment number ("AM1").
 - 2) Forward notification that a departure is maintaining visual separation from the preceding departure by using a "V" in the remarks section of the rundown list or through verbal coordination.
 - 3) Forward traffic management issued departure release void times by using "VT" followed by minutes past the hour ("VT45").

NOTE- *VT entered by BUR is actually the back end of a 2-minute window. In other words, if an aircraft has "VT45" in the remarks, this aircraft has a traffic management release window of 43 to 45 minutes past the hour. The controller that steadies the flash in this example must be aware that the aircraft would become airborne no earlier than 43 minutes past the hour and no later than 45 minutes past the hour. The requirement for BUR to release an aircraft within three (3) minutes of being steadied in the rundown list does not apply to aircraft containing a void time in the remarks.*

- 4) In lieu of verbal coordination, specify a non-primary runway departure by indicating in remarks the first digit of the departure runway followed by the departure fix.

EXAMPLES-

"8OXR" - Aircraft is departing RWY 8 to Oxnard

"2PMD" - Aircraft is departing RWY 26 over Palmdale

ATTACHMENT 4

STARS Rundown List Procedures

- (d) Notify TRACON of any changes to the departure sequence either by re-entering the applicable aircraft into the rundown list in the correct order or through verbal coordination.
- (e) Depart IFR aircraft within three (3) minutes after TRACON has steadied the flash in the tab list or released the aircraft through verbal coordination (Does not apply to aircraft with a void time).
- (f) Remove a departure from the list when that departure is delayed or cancels.
- (g) Verbally coordinate in accordance with the LOA departures that do not auto-acquire.
- (h) Verbally coordinate with TRACON to confirm an aircraft's release status prior to departing an aircraft if:
 - 1) TRACON positions were de-combined and aircraft were inadvertently dropped from the applicable rundown lists.

***NOTE-** Combining positions will result in clearing of the rundown list for the position being closed. Affected departures must be manually placed in the rundown tab list of the receiving departure position. De-combining positions will result in clearing the position's departure from any existing rundown tab list. Affected departures must be manually placed in the rundown tab list of the receiving departure positions.*

- 2) Allowable release window has expired and a previously released aircraft has not yet departed.
- (2) TRACON must:
- (a) Use the rundown list to release BUR departures, and acknowledge flight plan amendments, void times, changes to the rundown sequence, specified RWY 15 departures, or when visual separation is being applied.
 - (b) Monitor the rundown tab list and either release aircraft within one (1) minute of departure request or provide TOWER with a delay estimate for the first aircraft in the rundown list.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

ATTACHMENT 4

STARS Rundown List Procedures

- (c) Coordinate with TOWER prior to combining or de-combining the Valley, Glendale and Woodland sectors to confirm the status of any aircraft in the rundown list.
- b. VFR Procedures:
 - (1) TOWER must:
 - (a) Enter VFR aircraft requiring a release into the rundown list and include in the remarks section the aircraft's destination prefaced with a "V" (i.e. VSNA, VLGB, VSJC).
 - (b) Depart VFR aircraft requiring a release only after TRACON steadies the flash.
 - (2) TRACON must:
 - (a) Coordinate with the TOWER prior to combining or de-combining the Valley, Glendale and Woodland sectors to confirm VFR departure status for the aircraft already in rundown lists.
 - (b) Monitor the rundown list and acknowledge entries as soon as possible.

ATTACHMENT 5

Opposite Direction Operations (ODO)

1. **SCOPE:** These procedures apply to same runway ODO at KBUR between an:
 - a. Arrival and a departure
 - b. Arrival and an arrival
2. **DEFINITIONS:**
 - a. Opposite Direction Operations: IFR/VFR Operations conducted to the same or parallel runway where an aircraft is operating in a reciprocal direction of another aircraft arriving, departing, or conducting an approach.
 - b. Memory Aid: A device, or aural and/or visual cue which acts as a reminder.
3. **RESPONSIBILITIES:**
 - a. TOWER and TRACON share the responsibilities to coordinate ODO and issue traffic advisories as prescribed in this agreement.
 - b. TOWER is responsible to apply the cutoff point between arriving & departing aircraft.
 - c. TRACON is responsible to apply the cutoff point(s) between successive ODO arrivals.
 - d. TOWER and TRACON must both utilize memory aid, as specified in their respective Standard Operating Procedures (SOP) order for all ODO.
4. **PROCEDURES FOR AIRCRAFT RECEIVING IFR SERVICES:**
 - a. General:
 - (1) Do not allow opposite direction same runway operations with opposing traffic inside the cutoff point unless an emergency situation exists.
 - (2) Use of visual separation is not authorized for aircraft receiving IFR services that are conducting ODO to the same runway.
 - (3) Traffic advisories must be issued to both the arriving and departing aircraft.

EXAMPLE-

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

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

OPPOSITE DIRECTION TRAFFIC, (position), (type aircraft).

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

b. Coordination:

- (1) TOWER and TRACON are responsible for initiating coordination required to accomplish an opposite direction arrival or departure.
- (2) TOWER must verbally request opposite direction departures with TRACON.
- (3) TRACON must verbally request opposite direction arrivals with TOWER.
- (4) Initial coordination must be on a recorded line and must state, "*Opposite Direction,*" and include call sign, type, and arrival or departure runway.
- (5) All subsequent coordination must be on a recorded line and must state, "*Opposite Direction.*"

c. Cutoff Procedures: For aircraft receiving IFR services and conducting opposite direction same runway operations:

- (1) 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 a point ten (10) NM from the airport.
- (2) An arriving aircraft performing a go-around, low approach, or missed approach must be issued a turn to avoid conflict prior to an opposing aircraft reaching a point ten (10) NM from the airport.
- (3) An arriving aircraft must cross the runway threshold prior to an opposing aircraft reaching a point ten (10) NM from the airport.
- (4) If the above conditions are not met, action must be taken to ensure control instructions are issued to protect the integrity of the cutoff points.

5. PROCEDURES FOR AIRCRAFT RECEIVING VFR/VFR AND IFR/VFR SERVICES:

- a. TOWER must ensure that VFR aircraft are issued a turn to avoid conflict with opposing IFR/VFR traffic.
- b. TOWER must issue traffic to both aircraft and indicate the direction that the departure will turn (arrival/departure) or the location of the opposing aircraft on final (arrival/arrival).
- c. TOWER must state the phrase, "*OPPOSITE DIRECTION,*" if any coordination with another position is required.

ATTACHMENT 6

Vectors Below Minimum Altitude

1. Diverse Vector Area (DVA):

- a. Only authorized for Departure aircraft. DVAs are not authorized for missed approach or go-around procedures.
- b. Headings:
 - (1) RWY 08: 130° clockwise through 230° within 14NM.
 - (2) RWY 15: 180° clockwise through 270° within 13NM.
 - (3) RWY 26: 240° clockwise through 300° within 14NM.
 - (4) RWY 33: 250° clockwise through 300° within 12NM.
- c. Cannot be used in conjunction with a SID clearance.
 - (1) DVA departure clearance. TOWER must:
 - (a) Issue “Fly Heading XXX Radar Vectors..FIX” as the route.
 - (b) If an aircraft has already received a SID in the initial departure clearance, and either TOWER or TRACON request for DVA, issue a route amendment to the clearance IAW FAA JO 7110.65 4-2-5.
 - (2) TRACON must, if the aircraft departs on a DVA heading, but required to be on the SID to comply with handoffs to adjacent sectors/facilities:
 - (a) Issue route amendment IAW FAA JO 7110.65 4-2-5 to ensure the aircraft is on the correct SID/route or,
 - (b) Coordinate with adjacent sector/facility for aircraft on a non-standard route.

2. Vectors below the MVA IAW FAA JO 7110.65 5-6-3.

- a. Authorized for departures, instrument missed approach, and visual approach go-around procedures.
 - (1) RWY 08:
 - (a) Assign SID/ODP or published missed approach.

Southern California Terminal Radar Approach Control and Burbank Airport Traffic Control
TOWER

(b) After leaving 2,100' MSL, authorized headings 130° clockwise through 230° within 14NM.

(c) Prominent obstacles: N34° 08' 04.68" \ W118° 19' 13.91"; 2,025' MSL

(2) RWY 15:

(a) Assign SID/ODP.

(b) After leaving 2,100' MSL, 130° clockwise through 230° within 14NM.

(c) Prominent obstacles: N34° 08' 04.68" \ W118° 19' 13.91"; 2,025' MSL

(3) RWY 26: N/A

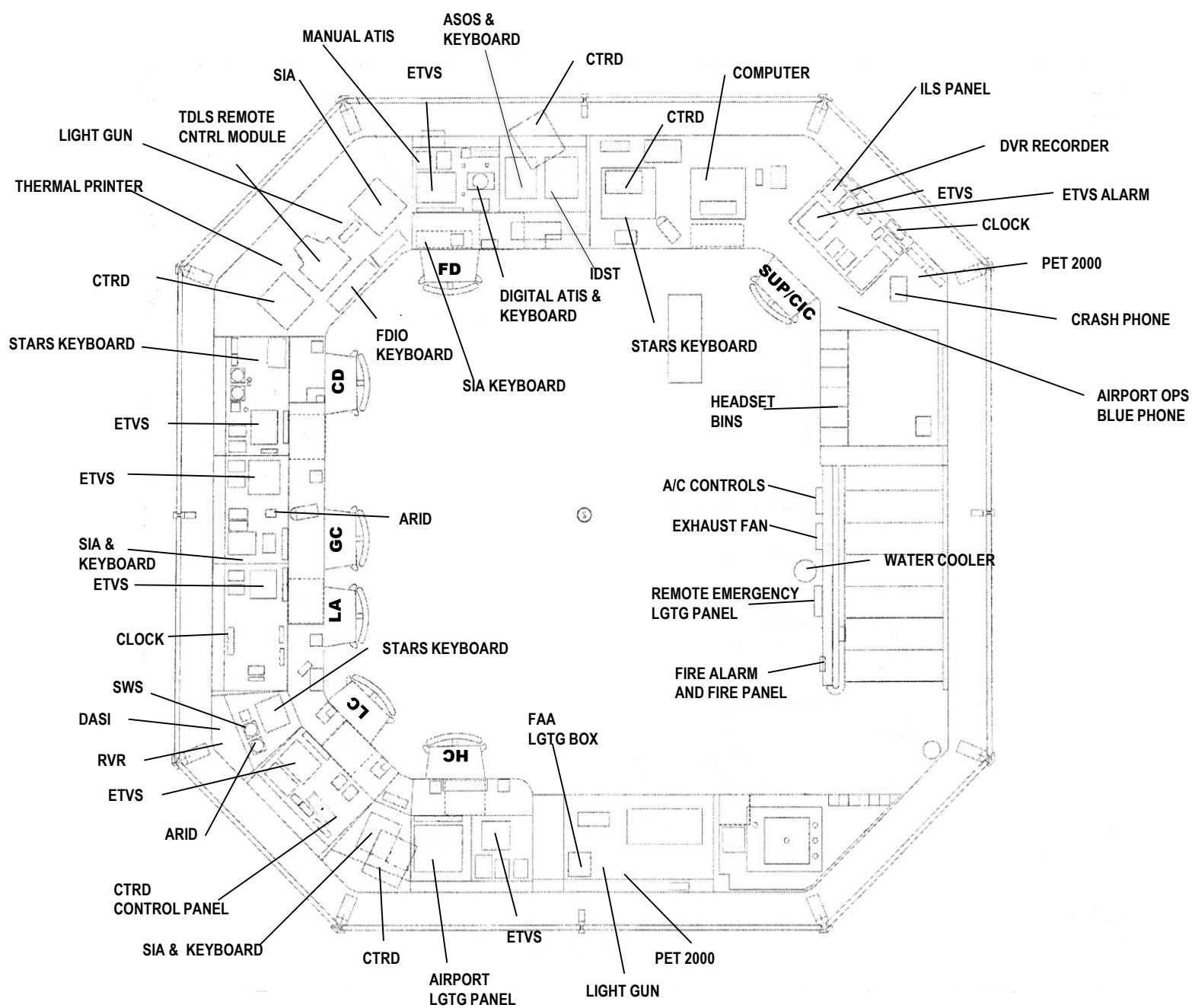
(4) RWY 33: N/A

- b. Can be used in conjunction with SIDs. No amended clearance needed.
- c. Air Traffic is responsible for terrain and obstruction avoidance when vectoring aircraft, not on a published procedure below the MVA/MIA during climb out, and are assumed to climb at the minimum climb gradient of 200 feet/NM.
- d. Upon reaching any MVA, ATC must comply with all subsequent MVAs.

3. Visual Approach Go-arounds procedures. Should an aircraft be unable to remain in the traffic pattern when executing a go-around from a visual approach:

- a. ATC is responsible to provide instructions to the pilot to facilitate a climb to the minimum altitude for instrument operations. ATC instructions:
 - (1) Initial departure heading.
 - (2) Altitude to climb and maintain
- b. ATC must provide approved separation or visual separation from other IFR aircraft.

NOTE – *The pilot is responsible to maintain terrain and obstruction avoidance until reaching the ATC assigned altitude.*



POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
BUR	CIC	SC	02/22/2023		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0800	JA	0959	C		
1000	PC	1329	C		
1330	SS	1447	S		
1448	ZJ	1549	C		
1550	SS	1814	S		
1815	XL	1900	C		
1901	SS	1957	S		
1958	JZ	2047	C		
2048	AC	2216	C		
2217	AJ	2327	C		
2328	AM	0017	C		
0018	EB	0131	C		
0132	GS	0257	C		
0258	EB	0404	C		
CODE: C - ATCS/ATA S - Supervisor/Staff Spec T - Trainee/Developmental M - Trainee/Developmental Monitoring R - Trainee/Developmental Certification/ Evaluation					

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
BUR	LC	LC	02/22/2023		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0800	JA	0959	C		
1000	PC	1329	C		
1330	ZJ	1407	C		
1408	E0	1449	C		
1450	JZ	1450	C		
1451	GZ	1609	T		
1451	JZ	1609	C		
1610	E0	1658	C		
1659	JZ	1700	C		
1701	GZ	1853	T		
1701	JZ	1853	C		
1854	JD	1901	C		
1902	AC	1953	C		
1954	AM	2021	C		
CODE: C - ATCS/ATA S - Supervisor/Staff Spec T - Trainee/Developmental M - Trainee/Developmental Monitoring R - Trainee/Developmental Certification/ Evaluation					

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552