

**ATLANTA ARTCC AND HICKORY ATCT  
LETTER OF AGREEMENT**

**SUBJECT: DEPARTURE AND ARRIVAL PROCEDURES**

**EFFECTIVE: 4 April, 2023**

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1. **PURPOSE:** This agreement between Atlanta ARTCC (ZTL) and Hickory ATCT (HKY) covers coordination procedures and is supplementary to the procedures in FAA Order 7110.65.
2. **SCOPE:** The procedures and responsibilities herein are applicable to IFR, Special VFR, and practice instrument approaches at Hickory Regional Airport.

*NOTE - VFR practice approach separation terminates upon crossing the landing threshold.*

3. **COORDINATION:** All coordination will be directed to ZTL Wilkes Sector. ARTCC will advise HKY of which sector Wilkes is combined to.
4. **RESPONSIBILITIES:** ARTCC shall be responsible for providing approach and departure control and separation service for Hickory Regional Airport. ARTCC delegates to ATCT the following:

*NOTE - Except as provided below, ARTCC is responsible for ALL IFR/SVFR separation including: successive, successive arrivals, and successive departures and arrivals. Hickory Tower has no certified tower radar display.*

- a. Authority to apply visual separation between specific IFR aircraft.

*EXAMPLE - "Visual separation approved between N123AB and N456CD. N123AB released."*

- b. Authority to clear IFR arrivals within the Hickory Class D surface area for visual approaches to HKY in accordance with JO 7110.65. Class D surface area is defined as: 4.1NM radius of KHKY, up to and including 3,700 feet MSL.

**5. PROCEDURES.**

**a. General:**

- i. HKY shall:

1. Notify ARTCC when ATCT operations begin and prior to termination of operations. Pertinent traffic information and runway in use shall be exchanged at this time.
2. Keep ARTCC informed of the runway in use, significant changes in weather, and any other information that could affect IFR operations.

- ii. ARTCC shall:

1. Assume the Class E surface area when the ATCT terminates their operation.
2. Advise HKY of advertised approach.

*NOTE - Hickory Regional Airport has no ATIS. ARTCC will use the advertised approach as the default.*

**b. Departures:**

i. HKY shall:

1. Obtain a release for all IFR departures. The request for release shall include runway if other than the active. An IFR release is void after 3 minutes.
2. Departure instructions will be in accordance with the Hickory Obstacle Departure Procedure (HKY3). Aircraft will be instructed to fly runway heading climbing to the altitude issued by ARTCC. If ARTCC does not issue an altitude, aircraft will be climbing to the altitude specified in the DP (4,000 feet).

*EXAMPLE - "N123AB, cleared to Indianapolis International Airport; Hickory Three departure, Volunteer, J ninety-nine, then as filed. Maintain four thousand. Departure frequency one two five point one five. Squawk two two three two."*

ii. ZTL shall:

1. Issue an expected delay time if a release is not possible.
2. If applicable, issue appropriate restrictions, i.e. altitude, route of flight, etc., when a release is issued.

*EXAMPLE - "N123AB direct Volunteer, maintain one-zero thousand, released."*

3. If applicable, assign specific non-radar separation when more than one aircraft is involved.

*NOTE - Non-radar separation is required for successive departure releases because HKY has no responsibility for separation.*

**c. Arrivals:**

i. HKY shall:

1. Advise ARTCC when IFR arrivals land, cancel IFR, or execute missed approach.
2. Instruct aircraft canceling IFR to squawk VFR.

*EXAMPLE - "N123AB, IFR cancellation received; squawk VFR. Enter left base to runway one."*

ii. ARTCC shall:

1. Clear all IFR arrivals for the requested approach. All approaches other than the advertised approach shall be coordinated with HKY.
2. Conduct approaches to other than the active runway on an individual basis.

**d. Special VFR (SVFR) Operations:**

i. HKY shall:

1. Obtain a release for each SVFR departure, including the aircraft identification, type and proposed direction of flight.
2. Obtain a release to conduct local SVFR operations (e.g. pattern work, helicopter operations) for specific periods of time (not to exceed 30 minutes).
3. Clear an SVFR aircraft into the surface area only after prior coordination and approval with ARTCC. Coordination shall include the aircraft identification, type, and most likely direction of approach to the airport.

***EXAMPLE** - "SVFR inbound from the northeast, N123AB, C182."*

4. Advise ARTCC when SVFR operations have been terminated.

ii. ARTCC shall:

1. Not clear IFR arrivals for an approach until ATCT confirms that SVFR operations are terminated.
2. Advise all aircraft requesting SVFR into the Hickory Class D to "remain outside of Hickory Class Delta airspace" until coordination can be accomplished with ATCT.
3. Advise ATCT when SVFR operations (e.g. departures) are clear of the Class D airspace.

- e. **Opposite Direction Operations (ODO).** IFR or VFR operations conducted to the same runway where an aircraft is operating in a reciprocal direction of another aircraft arriving, departing, or conducting an approach. Crossing runways are not considered ODO (e.g. arriving 06 and departing 19).
- i. **General Procedure.**
1. The initial departure path must be protected until the departure is airborne and turned away from the conflicting traffic.
  2. The arrival path must be protected once the arriving aircraft crosses the cut-off point until the arriving aircraft crosses landing threshold.  
*NOTE - 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.*
  3. Visual separation is not authorized.
  4. Traffic advisories must be issued to affected aircraft.  
*EXAMPLE - "Turn right heading three six zero, runway two four, cleared for takeoff. Opposite direction traffic, Caravan, one-five mile final to runway six."*
  5. Cut-off point is defined as a 7NM final for SRS CAT I and 10NM final for all other aircraft with consideration based on weather, aircraft performance, etc.
- ii. **Coordination.**
1. HKY will request ODO departures with ZTL, and ZTL will request ODO arrivals with HKY for an aircraft receiving IFR services.
  2. Initial coordination must include call sign, type, and the phrase "OPPOSITE DIRECTION (ARRIVAL or DEPARTURE), RUNWAY (RUNWAY). Subsequent coordination must include the phrase "OPPOSITE DIRECTION."
  3. Either party may deny/revoke the ODO request due to traffic density or operational constraints.
- iii. **Separation Criteria.**
1. Arrival vs Departure. ZTL must ensure that the departing aircraft must be airborne and turning to deconflict prior to the arrival reaching the cut-off point and discontinuing vertical separation.
  2. Arrival vs Arrival. ZTL must ensure that the arriving aircraft must have crossed landing threshold or executed a missed approach and have turned prior to the arrival reaching the cut-off point and discontinuing vertical separation.
- iv. For emergency aircraft, ODO rules are only applicable as feasible.