Letter of Agreement (LoA) between RAF Brize Norton and Cotswold Airport

Times

1.   All times in this LoA relate to Local.

Background

2.   RAF Brize Norton (BZN) is the largest station in the Royal Air Force and is home to the RAF's Strategic and Tactical Air Transport and Air-to-Air refuelling fleet.

3.   RAF Fairford is a standby United States Air Force base and is also the home of the Royal International Air Tattoo (RIAT).

4.   Cotswold Airport is a busy General Aviation airport with Commercial Air Transport (CAT) operations. Situated SW of BZN Controlled Airspace and West of RAF Fairford, many of the procedures overlap and require both units to operate in close co-operation. Cotswold Airport is manned by Kemble Air Services Ltd Flight Information Service Officers and provides no radar service to Air Systems (AS).

General

5.   BZN ATC is open H24 and operates a multitude of SIDs and STARS which are published in MIL AIP, as well as providing radar vectored approaches to both instrument runways (07 and 25). Brize LARS operates 0900-1700, 7 days a week.

6.   RAF Fairford is activated by NOTAM and operates a multitude of SIDs and STARS which are published in MIL AIP, as well as providing radar vectored approaches to both instrument runways (09 and 27). All departures and recoveries are controlled by BZN ATC.

7.   Cotswold Airport is open 7 days a week 0900 – 1700 although does permit out of hours extensions to visiting AS from 0500 – 2200. Occasional night rating training is conducted. Cotswold Airport will inform BZN ATC of any night operations. Cotswold Airport operates RNP Instrument approaches to both runways (08 and 26).

BZN Controlled Airspace

8.   A Class D Control Zone (CTR) is established around BZN aerodrome departure and arrival routes to provide a safe and known traffic environment for its AS to operate within.

9.   AS from Cotswold Airport are to remain outside BZN Controlled Airspace unless they have received a positive clearance to enter the airspace from the BZN Zone Controller on its published frequency.

BZN responsibilities

10.   During its hours of operation, BZN ATC are to inform Cotswold Airport when the Fairford MATZ is active and on cessation of activity.

11.   BZN ATC will advise Cotswold Airport when RAF Fairford RW09 is active for inbound AS, RW 27 for outbound AS.

12.   During published LARS hours BZN Radar will provide a LARS to Cotswold Airport departures and inbounds within their irreducible capacity[1].

13.   AS requiring a service from BZN ATC, remaining outside BZN Controlled Airspace, should freecall Brize Radar on its published frequency. External agencies will be provided with this frequency when BZN ATC are pre-noted with details of inbound AS that are remaining clear of BZN Controlled Airspace.

14.   AS requiring a service from BZN ATC, wishing to transit BZN Controlled Airspace should freecall Brize Zone at least 15 miles or 5 minutes flying time from the edge of BZN Controlled Airspace. External agencies will be provided with this frequency when BZN ATC are pre-noted with details of inbound AS that will require to transit BZN Controlled Airspace.

15.   For AS inbound to Cotswold Airport, BZN ATC shall endeavour to ascertain from the pilot what type of approach is required at Cotswold Airport and shall inform Cotswold Airport if any IFR AS inbound as soon as practically possible to aid their planning subject to controller workload. Due to the nature of the BZN controlling task, AS under IFR will be provided with the type of service requested by the pilot however, positioning to the IAF falls under pilot responsibility. BZN controllers will endeavour to release AS to own navigation at the earliest opportunity iaw the radar service being provided.

16.   BZN ATC shall release IFR AS inbound to Cotswold Airport for RW26, once clear of BZN Class D airspace, iaw type of service requested in class G airspace. AS inbound to Rwy 08 will be released to own navigation at the earliest opportunity. The AS will be told to maintain ORCAM squawk (if applicable) or to Squawk 2000.

Cotswold Airport RNP Instrument Approaches

17.   Cotswold Airport operates RNP approaches to both runways (08 and 26) between 0900 and 1700 only and limited to a maximum of five approaches per day. Cotswold Airport RNP approaches are to be to the similar direction runway as BZN and Fairford

18.   BZN ATC will place priority on their departures and arrivals and this may result in Cotswold Airport inbound PBN approaches to be required to remain clear of BZN Controlled Airspace. Cotswold Airport will be informed if there is a delay to the approach of the AS.

19.   Cotswold Airport are to inform BZN ATC ASAP if an AS on IFR approach executes a Missed Approach. Should the AS wish to attempt a 2nd IFR approach, Squawk 2000 and remain with Cotswold Airport frequency. Should the AS wish to divert, freecall Brize Radar/Zone appropriate to the direction of travel. A LARS will be provided within the controller's irreducible capacity.

Airways Joining Clearances

20.   Due to the proximity of Cotswold Airport to BZN, during Brize LARS hours, Cotswold Airport shall request BZN ATC assistance in obtaining and passing airways joining clearances. This is subject to Controller workload.

21.   For all departures Cotswold Airport are to pre-note to BZN ATC by forwarding a copy of the AS flight plan via the AFPEX network to address EGVNZGZX.

22.   For MALBY departures the following procedures apply:

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[1] BZN ATC Controllers Order Book Part 2-2. LARS controllers are permitted to control up to 8 aircraft of which 4 may be in receipt of a Radar Service, with a maximum of 2 DS.

a. Cotswold Airport will notify BZN ATC via telephone when the AS is taxiing for departure.
b. BZN ATC shall obtain airways joining clearance for Cotswold Airport to pass to the AS prior to it departing.
c. Prior to departure, and subject to RAF Fairford operations and conflicting traffic in the vicinity of Cotswold Airport, BZN ATC may impose a call for release on the departing AS.
d. Cotswold Airport will then instruct IFR AS to depart, to a level agreed with BZN ATC and remain outside BZN Controlled Airspace. Once airborne the AS will be instructed to continue with BZN Radar for a radar service.
e. Should BZN ATC be unable to assist due to Controller workload, London Information will be able to assist and AS must remain outside BZN Controlled Airspace.

23.   For Daventry (DTY) and Honiley (HON) departures the following procedures apply:

a. When taxiing for departure, Cotswold Airport will obtain airways joining clearance from TC (Terminal Control) Midlands Assistant on 02380 401004.
b. Cotswold Airport will notify BZN ATC via telephone when the AS is taxiing for departure and supply the airways joining instruction.
c. BZN ATC will provide a BZN squawk.
d. Prior to departure, and subject to RAF Fairford operations and conflicting traffic in the vicinity of Cotswold Airport, BZN ATC may impose a call for release on the departing AS.
e. Cotswold Airport will then instruct IFR AS to depart, to a level agreed with BZN ATC and remain outside BZN Controlled Airspace. Once airborne the AS will be instructed to continue with BZN Radar for a radar service.
f. Should BZN ATC be unable to assist due to Controller workload, London Information will be able to assist.

24.   For NITON departures the following procedures apply:

a. Cotswold Airport will notify BZN ATC via telephone when the AS is taxiing for departure and its requested Flight Level and an estimated time to NITON.
b. BZN ATC will provide a BZN squawk.
c. Prior to departure, and subject to RAF Fairford operations and conflicting traffic in the vicinity of Cotswold Airport, BZN ATC may impose a call for release on the departing AS.
d. Cotswold Airport will then instruct IFR AS to depart, to a level agreed with BZN ATC and remain outside BZN Controlled Airspace. Once airborne the AS will be instructed to continue with BZN Radar for a radar service.
e. Brize Radar will then obtain and pass the airways joining instructions after departure from Cotswold Airport.
f. Should BZN ATC be unable to assist due to Controller workload, London Information will be able to assist and AS must remain outside BZN Controlled Airspace.

Cotswold Airport responsibilities

25.   During Cotswold Airport hours of operation, traffic information is available from Cotswold Airport on known traffic in their vicinity. Cotswold Airport will pre-notify BZN of any AS booked onto their RNP IAP approach slots.

Unusual Aerial Activities

26.   When unusual activities take place affecting either airfield (e.g. air displays or tactical manoeuvres) the operating authorities are to ensure suitable prior notification.

Royal Flights

27.   CAS (T) will be established for Royal Flights arriving or departing Cotswold Airport. To comply with the CIV AIP and the rules regarding IFR traffic inside Class D Airspace the following procedures must be in place once CAS (T) is established around Cotswold Airport:

a. All AS operating within the Cotswold Airport ATZ shall squawk Mode 3/A 7010, unless otherwise agreed with BZN ATC.
b. All AS operating from Cotswold Airport intending to remain in the designated traffic pattern must fly within the lateral confines of the ATZ and not be above 2500 feet Brize QNH.
c. Telephone liaison is essential between BZN Supervisor / ATCO IC and Kemble Air Services Ltd Duty FISO to confirm the establishment and cessation of any Class D Airspace.
d. Non-transponding AS must land or vacate CAS (T) when the Royal Flight is inbound and within 30 miles of Cotswold Airport or taxiing for departure, unless otherwise agreed with BZN ATC.

28.   Should the Royal Flight be VFR inbound, Cotswold Airport must contact BZN ATC prior to any AS getting airborne and inform them of the intended direction of the departing AS. That AS must squawk 3/A 3726 and be not above 2500ft Brize QNH until outside of the confines of the CAS (T) airspace. AS unable to squawk are subject to release from BZN ATC.

29.   All AS inbound to Cotswold Airport must contact Brize Zone before entering CAS(T) this will allow sufficient time for identification. The aircraft must squawk Mode 3/A 3726 and be not above 2500ft Brize QNH. BZN ATC will inform Cotswold Airport of the direction of the arriving aircraft. Inbound AS unable to squawk Mode 3 may be subject to a delay depending on the proximity of the Royal Flight AS.

30.   All AS operating within the Cotswold Airport ATZ and squawking Mode 3/A 7010 will be deemed not above 2500ft Brize QNH. This will allow Cotswold Airport to continue to operate their visual circuit once CAS (T) is established. Close liaison with the BZN Supervisor and the Cotswold Airport duty FISO will determine when and which AS must vacate the CAS (T).

31.   Any AS wishing to transit CAS (T) must call BZN Zone.

32.   This order can be applied during both VFR and IFR conditions. If the weather is below VMC criteria all Cotswold Airport VFR AS will remain on the ground or outside of the limits of the CAS (T).

33.   The CAS (T) will be deactivated when the Royal Flight has landed or deemed en route by the BZN ATC Supervisor.

Application of this LoA

34.   The LoA will be applied as follows:

a. In an emergency, both parties will exercise discretion in their compliance with this LoA and inform the other party as soon as practicable afterwards.
b. Temporary deviations from this LoA can be verbally agreed between BZN ATC Supervisor / ATCO IC and Cotswold Airport Duty FISO.
c. Permanent amendments to this LoA will be agreed by written agreement between the signatories below.
d. This document shall be incorporated into pilot briefings at Cotswold Airport and should be included in any other relevant documentation as necessary in accordance with Cotswold Airport procedures.

█████
Sqn Ldr
SATCO
RAF BZN Norton
Dated:

████████
Mr
████████
Cotswold Airport
Dated: