to	Distribution list				LoA 55
		T	I		
from	S. Borchert, CC/FB-N	phone	0421 5372 180	date DRF until	23.02.2011 21.04.2011

## Amendment of the LoA between TTC, Cochstedt TWR, and Bremen ACC wef 10.03.2011

#### 1. **Essentials**

Annex E: Change of two UHF frequencies.

#### 2. List of Changes

Date	Parts	Page(s)	add, replace, delete
10.03.2011	amendment	all	replace
10.03.2011	LoA	all	replace

Axel Brandt Chief of Support

Jun Kurokoshi Chief of Section

Sector families affected:												
	North A	North B	East A*	East B*	South	FDS	FIS	FMP	DA	SV CC	SV FDA	office
mandatory			2	2						2		
information												
	* only ap	oplicable to	sector(s):	BOR								
This LoA is valid for:												
				This	s LoA is va	alid for:						
	North A	North B	East A	This East B*	s LoA is va South	alid for: FDS	FIS	FMP	DA	SV CC	SV FDA	office
	North A	North B	East A				FIS	FMP	DA	SV CC	SV FDA	office
		North B		East B*		FDS	-					

Distribution list:

Ms K. Fröhlich Mr U. Voigt

## LETTER OF AGREEMENT

#### between

## DFS Deutsche Flugsicherung GmbH

and

The Tower company GmbH

Bremen ACC

na

**Cochstedt Tower** 

Effective: 2009-06-04

### 1 General.

#### 1.1 Purpose.

The purpose of this Letter of Agreement is to define the co-ordination procedures to be applied between Bremen ACC and Cochstedt TWR when providing ATS to General Air Traffic (IFR/VFR) and/or Operational Air Traffic.

These procedures are supplementary to those specified in ICAO, EUROCONTROL and/or National documents.

#### 1.2 **Operational Status.**

Both ATS Units shall keep each other advised of any changes in the operational status of their facilities and navigational aids which may affect the procedures specified in this Letter of Agreement.

### 2 Areas of Responsibility and Delegation of the Responsibility for the Provision of ATS.

#### 2.1 Areas of Responsibility.

The lateral and vertical limits of the respective areas of responsibility are as follows:

<u>Note:</u> See paragraph 2.2 for the description of the areas where delegation of the responsibility for the provision of ATS is applicable.

### 2.1.1 Bremen ACC.

Lateral limits: Bremen FIR as published in AIP Germany

Vertical limits: as published in AIP Germany

ICAO airspace classification for the area of responsibility of Bremen ACC along the common boundary of the areas of responsibility of Bremen ACC and Cochstedt TWR is described in Annex B to this Letter of Agreement.

#### 2.1.2 <u>Cochstedt TWR.</u>

Lateral limits: Cochstedt CTR as published in AIP Germany

Vertical limits: as published in AIP Germany

ICAO airspace classification for the area of responsibility of Cochstedt TWR along the common boundary of the areas of responsibility of Bremen ACC and Cochstedt TWR is described in Annex B to this Letter of Agreement.

#### 2.2 Delegation of the Responsibility for the Provision of ATS.

Not applicable.

### 3 Procedures.

3.1 The procedures to be applied by Bremen ACC and Cochstedt TWR are detailed in the Annexes to this Letter of Agreement:

Annex A:	Definitions and Abbreviations
Annex B:	Area of Common Interest
Annex C:	Exchange of Flight Data
Annex D:	Procedures for Co-ordination
Annex E:	Transfer of Control and Transfer of Communications
Annex F:	Radar Based Co-ordination Procedures
Annex G:	Supplementary Procedures

3.2 These procedures shall be promulgated to the operational staff of the ATS units concerned.

### 4 Revisions and Deviations.

#### 4.1 Revision of the Letter of Agreement.

The revision of the present Letter of Agreement, excluding Annexes, requires the mutual written consent of the signatory authorities.

#### 4.2 Revision of the Annexes to the Letter of Agreement.

The revision of Annexes and Appendices to the present Letter of Agreement requires the mutual written consent of the authorities designated by the respective signatory approving authorities, normally the Heads of Operations at the respective units.

#### 4.3 **Temporary Deviations.**

When necessary, the Supervisors of the ATS units concerned may introduce, by mutual agreement and for a specified time period, temporary modifications to the procedures laid down in the Annexes to the present Letter of Agreement.

#### 4.4 Incidental Deviations.

Instances may arise where incidental deviations from the procedures specified in the Annexes to this Letter of Agreement may become necessary. Under these circumstances air traffic controllers are expected to exercise their best judgement to ensure the safety and efficiency of air traffic.

#### 5 Cancellation.

- 5.1 Cancellation of the present Letter of Agreement by mutual agreement of the respective Approving Authorities may take place at any time.
- 5.2 Cancellation of this Letter of Agreement by either Approving Authority is possible at any time, provided that the cancelling party declares its intention to cancel the Letter of Agreement with a minimum pre-notification time of three months before the date the cancellation is to take effect.

#### 6 Interpretation and Settlement of Disputes.

- 6.1 Should any doubt or diverging views arise regarding the interpretation of any provision of the present Letter of Agreement or in case of dispute regarding its application, the parties shall endeavour to reach a solution acceptable to both of them.
- 6.2 Should no agreement be reached, each of the parties shall refer to a higher level of its national aviation administration, to which the dispute shall be submitted for settlement.

#### 7 Validity.

This Letter of Agreement becomes effective 04 June 2009.

Langen, [date] 02.06.09

Holger van de Sand Regional Manager The Tower Company GmbH

Bremen, [date] 28/5/2009

r. V. Werner Spier Head of Operations Bremen ACC DFS GmbH

Langen, [date] 02.06. 2009

i. V. Andre Biestmann Head of ATM Operations and Strategy DFS GmbH

Langen, [date] 02.06, 2009

Christian Bork Operations Manager The Tower Company GmbH

Langen, [date] 3.6.05

Alexander Koch Managing Director The Tower Company GmbH

LoA between Bremen ACC and Cochstedt TWR. 2009-06-04.

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# Appendix 1

# Record of Amendments.

AMD No.	Date	Part	Page	add, delete or replace
		Appendix 1	5	replace
1	2010-02-11	Annex G	G1 G2	replace add
		Appendix 1	5	replace
2	2010-06-03	Annex D	D1, D2	replace
2	2010-00-03	Annex C	C1, C2	replace
		Annex G	G1, G2	replace
3	2010-07-29	Appendix 1	5	replace
3	2010-07-29	Annex D	D1, D3, D4	replace
		Appendix 1	5	replace
4	2010-09-23	Annex B	B1	replace
4	2010-09-23	Annex D	D1, D4	replace
		Annex E	E1	replace
5	2011-02-10	Appendix 1	5	replace
5	2011-02-10	Annex G	G1, G2	replace
6	2011-03-10	Appendix 1	5	replace
0	2011-03-10	Annex E	E1	replace

## Annex A.

## Definitions and Abbreviations.

Effective: 2009-06-04 Revised:

### A.1 Definitions.

### A.1.1 ATS Unit Area of Responsibility.

An airspace of defined dimensions where a sole ATS unit has responsibility for providing air traffic services.

#### A.1.2 Area of Common Interest.

A volume of airspace as agreed between 2 ATS units, extending into the adjacent/subjacent Areas of Responsibility, within which airspace structure and related activities may have an impact on air traffic co-ordination procedures.

#### A.1.3 Approval Request.

Request from an ATS unit to the ATS unit concerned for an approval of:

- an aircraft not yet airborne, whenever the flying time to the transfer of control point is less than the agreed minimum pre-notification time, or
- an aircraft in flight intending to operate under conditions other than those described in mutually agreed procedures.

#### A.1.4 **Expedite Clearance.**

An urgent clearance request from an ATS unit to the ATS unit concerned for an aircraft in flight whenever the flying time to the transfer of control point is less than the agreed minimum prenotification time.

#### A.1.5 General Air Traffic (GAT).

All flights which are conducted in accordance with the rules and procedures of ICAO and/or the national civil aviation regulations and legislation.

#### A.1.6 **Operational Air Traffic (OAT).**

All flights which do not comply with the provisions stated for GAT and for which rules and procedures have been specified by appropriate national authorities.

## A.2 Abbreviations.

• • • •		ICAO		national Civil Aviation Organi-
ACC ACI* AIP	Area Control Center Area of Common Interest Aeronautical Information Publication	IFR	zatio Instr	n ument Flight Rules
AIS-C* AMC* AoR*	Aeronautical Information Center-Central Airspace Management Cell Area of Responsibility	HAN* HRZ*		nen ACC Sector Hannover nen ACC Sector Harz
ATC ATS	Air Traffic Control Air Traffic Services	LoA*	Lette	r of Agreement
BOR* Bremen ACC Sector Boerde		MFC*	Multi syste	Frequency Coding (telephone em)
BORE* BORP*	Bremen ACC BOR Executive Bremen ACC BOR Planner	NM	Nautical Mile	
		<b>O</b> AT*	Ope	rational Air Traffic
CBE2* CBE2A*	Contingency Sector Bremen East 2 CBE2 Assistant CBE2 Executive	PL*	TWF	R Controller
CBE2P* COP* CRC*	CBE2 Planner Co-ordination Point	<b>R</b> TF RWY	Radi Runv	o Telephony way
CRC	Control and Reporting Center (military unit)	<b>S</b> SR	Secondary Surveillance Radar	
ETA	Estimated Time of Arrival	TWR TTC*		Tower Company
FDA* FDPS* FIR	Flight Data Assistant Flight Data Processing System Flight Information Region	TRGL* <b>V</b> FR		ich ACC Sector Thüringen Low al Flight Rules
FIS FMP* FL	Flight Information Service Flow Management Position Flight Level	WWC1M WWC2/3	8 *	Bremen ACC Supervisor Bremen ACC FIS 2/3
<b>G</b> AT*	General Air Traffic	WWCAN	1*	Bremen ACC Supervisor FDA

Note: Abbreviations marked with an \* are non-ICAO abbreviations.

For further abbreviations and definitions see AIP Germany.

## Annex B.

## Area of Common Interest.

Effective: 2009-06-04 Revised: 2010-09-23

## B.1 Airspace Structure and Classification within the Area of Common Interest.

### B.1.1 Bremen FIR.

Area	Vertical limits	Airspace Classification
	Up to 1000/1700/2500 GND	G
Bremen FIR	1000/1700/2500 GND up to FL100	E
	at and above FL100	С
Cochstedt CTR	GND up to 3000 MSL	D

### B.2 Sectorisation.

The sectorisation within the ACI is shown in Appendix 1 of Annex B.

### **B.3** Special Areas within the Area of Common Interest.

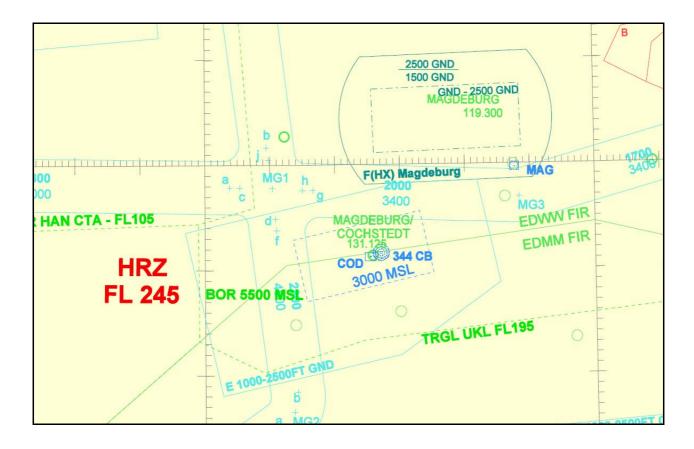
B3.1 For aerobatic flying activity a special area of 2 NM around aerodrome reference point is established, up to 4000 ft MSL.

### B.4 Non-published Co-ordination Points.

Not applicable.

## Appendix 1 of Annex B.

Sectorisation.



## Annex C.

### Exchange of Flight Data.

Effective: 2009-06-04 Revised: 2010-06-03

## C.1 General.

#### C.1.1 Basic Flight Plans.

Basic flight plan data should normally be available at both ATS units

#### C.1.2 Current Flight Plan Data.

Messages, including current flight plan data, shall be forwarded by the transferring ATS unit to the accepting ATS unit by telephone to the appropriate sector.

#### C.1.2.1 <u>Verbal Estimates</u>.

A verbal estimate shall be passed to the appropriate sector at the accepting ATS unit at least 10 minutes prior, but not earlier than 30 minutes before the aircraft is estimated to pass the transfer of control point.

A verbal estimate shall contain:

- a) Call sign.
- Note: To indicate that the flight plan is available, the accepting ATS unit should state the aircraft type and the destination after having received its call sign.
- b1) ETA for arrivals to Magdeburg/Cochstedt.
- b2) ETD for departures from Magdeburg/Cochstedt
- c) Other information, if applicable

#### C.1.2.2 Exchange of messages.

Cochstedt TWR shall transmit FPL messages and FPL associated messages for departures to the AIS-C.

Flight safety messages shall be exchanged between Bremen ACC sector BOR and Cochstedt TWR.

#### C.1.3 Non-availability of Basic Flight Plan Data.

If the accepting ATS unit does not have basic flight plan data available, additional information may be requested from the transferring ATS unit to supplement verbal estimates.

#### C.1.4 Revisions.

Any significant revisions to the flight data shall be transmitted to the accepting ATS unit.

Time differences of 5 minutes or more shall be exchanged.

## C.2 Means of Communications and their Use.

#### C.2.1 Equipment.

The following lines are available between Bremen ACC and Cochstedt TWR:

• ISDN telephone line

Note: To establish a telephone connection to Bremen ACC the Calling Line Identification Presentation shall be transferred from Cochstedt TWR.

### C.2.2 Telephone Co-ordination.

All telephone communications should be terminated with the initials of both parties concerned.

Exchange of flight plan data, estimates and control messages by telephone shall be carried out in accordance with the following tables:

#### C.2.2.1 From Bremen ACC to Cochstedt TWR.

Receiving Sector/COPs	Message	Position	Exten- sion
Cochstedt TWR	Flight Plan Data and Estimates, Control Messages, Expedite Clearances, Approval Requests and Revisions	PL	039267 606 297

Fax: +49 039267 606 171

Note: In order to establish communication the caller line-ID shall be transferred.

#### C.2.2.2 From Cochstedt TWR to Bremen ACC.

Receiving Sector/COPs	Message	Position	Exten- sion
	Flight Plan Data and Estimates	WWC1A	0421 51499 86
Börde	Control Messages, Expedite Clearances, Approval Requests and Revisions	BOR P	0421 51499 78
FIS 2	Flight Plan Data and other Co-		0421 51499 18
FIS 3	ordination	WWC3I	0421 51499 64

Supervisor: Fax: 0421 51499 00 0421 535 533 FMP: 0421 51499 06

## C.3 Failure of Ground/Ground Voice Communications.

Not applicable.

## Annex D.

### Procedures for Co-ordination.

Effective: 2009-06-04 Revised: 2010-09-23

### D.1 General Conditions.

#### D.1.1 Start of operations at Cochstedt TWR.

D.1.1.1 5 minutes before the start of operations, Cochstedt TWR shall report the planned hours of operation as well as the current RWY direction and the applicable aerodrome information to BORP.

After checking/coordinating the traffic situation in the Cochstedt CTR / airspace class E 1000 GND, Bremen ACC sector BOR shall issue the permission to start operations.

Cochstedt TWR shall inform BORP whenever ceasing the operations.

- D.1.1.2 Starting or ceasing operations at Cochstedt TWR the Cochstedt CTR is simultaneously activated or deactivated.
  - <u>Note:</u> The following minimum times shall be complied with when the HX airspace is being activated:
    - for IFR arrivals 10 minutes before ETA up to landing,
    - for IFR departures from EOBT to 5 minutes after take-off.

#### D.1.2 Change of the RWY direction.

Cochstedt TWR shall coordinate the time for the change of the RWY direction with BORP.

#### D.1.3 Meteorological information.

- D.1.3.1 Cochstedt TWR shall transmit all necessary meteorological data (METAR/SPECI, meteorological information for departures and arrivals and for determining operating procedures) to the German Meteorological Service DWD pursuant to the agreement on the provision of meteorological services at Magdeburg/Cochstedt aerodrome. These data are then made available to the air navigation services.
- D.1.3.2 In the case of failure of the automatic data transmission, Cochstedt TWR shall transmit the prevailing local weather conditions to BORP 30 minutes before the ETA of an IFR flight if there is only one flight, or at H+20 and H+50 in the case of prolonged IFR operations. Meteorological phenomena affecting the usability of Magdeburg/Cochstedt aerodrome shall be transmitted to BORP immediately after they have occurred.

#### D.1.4 **Responsibilities.**

D.1.4.1 As a rule, sector BOR of Bremen ACC shall be responsible for providing ATS for IFR, special VFR and VFR flights at night in controlled airspace, if not otherwise specified in this annex.

Cochstedt TWR shall be responsible for providing ATS to aerodrome traffic and to VFR flights entering, leaving and/or flying within Cochstedt CTR.

#### D.1.4.2 Separation.

Bremen ACC sector BOR shall be responsible for establishing separation between IFR flights and between IFR flights and other flights requiring separation.

Cochstedt TWR shall maintain with the following minimum time intervals to mitigate risks caused by wake turbulences between successive departures:

- a) Except as set forth in D.1.4.2 b) a minimum of 2 minutes shall be applied between a LIGHT or MEDIUM aircraft taking off behind a HEAVY aircraft or a LIGHT aircraft taking off behind a MEDIUM aircraft when the aircraft are using the same runway;
- A minimum of 3 minutes shall be applied between a LIGHT or MEDIUM aircraft taking off behind a HEAVY aircraft or a LIGHT aircraft taking off behind a MEDIUM aircraft from an intersection of the same runway;
- D.1.5 If the accepting ATS unit cannot accept a flight offered in accordance with the conditions specified above, it shall clearly indicate its inability and specify the conditions under which the flight will be accepted.
- D.1.6 The accepting ATS unit shall not notify the transferring ATS unit that it has established ground-air communications with the transferred aircraft unless specifically requested to do so. The Accepting unit shall notify the transferring unit in the event that communication with the aircraft is not established as expected.

### D.2 Co-ordination of IFR Arrivals and Departures.

#### D.2.1 IFR Arrivals.

D.2.1.1 Bremen ACC Sector BOR shall inform Cochstedt TWR

as soon as radar-controlled aircraft have reached a distance of 10 NM from touch-down,

or, if there is no radar information,

as soon as the aircraft have reached a distance of 10 NM DME COD.

- D.2.1.2 Cochstedt TWR shall issue a landing clearance to IFR arrivals.
- D.2.1.3 Visual approaches.

When coordinating visual approaches, BORP shall transmit the position of the arriving aircraft with regard to the aerodrome.

D.2.1.5 <u>Missed approaches.</u>

In the case of a missed approach, Cochstedt TWR shall

- inform BORP about the missed approach and, if possible, the cause as well as about any special missed approach instructions that have been issued.

- instruct the aircraft to immediately switch to the frequency of BORE.

#### 2.1.6 Procedures concerning the critical area of the ILS localizer.

If agreed locally and permitted by the National Supervisory Authority, the critical area of the ILS localizer may be infringed under the following conditions:

Category I:

a) As soon as the controller knows that a landed aircraft will taxi through the critical area of the ILS localizer, the following information shall be given to the other approaching aircraft on the respective frequencies (TWR or APP):

"Expect short-time ILS interference".

b) It shall be ensured that the taxi process is executed without delay.

Cochstedt TWR shall inform Bremen ACC Sector Börde, when an infringement of the critical area is to be expected.

Cochstedt TWR shall inform Bremen ACC Sector Börde, when an infringement of the critical area is terminated.

Application of this procedure is not broadcasted over the ATIS.

#### D.2.2. IFR departures.

- D.2.2.1 All IFR departures from Magdeburg/Cochstedt shall be subject to a general departure restriction (HOLD FOR RELEASE).
- D.2.2.2 Immediately after issuing the start-up approval, Cochstedt TWR shall coordinate with BORP the intended departure by transmitting the ETD and receive the SSR code.
- D.2.2.3 Cochstedt TWR shall issue departing aircraft an en-route clearance based on
  - the FPL route,
  - the published standard departure route (including initial level),
  - the received SSR code, and
  - any coordinated departure restrictions.

Any deviations shall be coordinated between Bremen ACC sector BOR and Cochstedt TWR.

- D.2.2.4 Upon release request from Cochstedt TWR, Bremen ACC sector BOR shall issue an individual release including any necessary departure restrictions for each departure.
- D.2.2.5 The clearance shall be valid for a period of three minutes. Within this time period, Cochstedt TWR shall issue the take-off clearance.

### D.3 Special Procedures.

### D.3.1 Multiple Approaches.

Cochstedt Tower shall inform Bremen ACC FMP (WWC1F) about flights with multiple IFR approaches at Cochstedt airport.

### D.4 Co-ordination of Status of Special Areas in the Area of Common Interest.

- D.4.1 The use of the special activity area for aerobatic flying up to 4000 ft MSL above Cochstedt aerodrome shall be coordinated between Cochstedt Tower and Bremen Center sector BOR.
- D.4.2 Cochstedt Tower shall coordinate the beginning of aerobatic flying with Bremen Center sector BOR in general 15 min prior to the departure of the first aerobatic flight. If this is not possible Cochstedt Tower shall coordinate the use of the area as soon as practicable.
- D.4.3 The termination of the aerobatic flying shall be reported to Bremen Center sector BOR, as soon as practicable after the last landing aerobatic flight.

<u>Note:</u> In case of deactivation of Cochstedt CTR the use of the special activity area shall be coordinated between the user and SV/CC Bremen at least 30 minutes in advance. After completion the user shall inform the SV/CC Bremen about the termination of the use of the special activity area. This procedure is laid down by The Tower Company in an operational directive for the area users.

### D.5 VFR flights.

- D.5.1 If no IFR flight is announced for Cochstedt CTR, VFR flights at night or a SVFR flight may conducted within Cochstedt CTR without coordination with Bremen ACC sector BOR.
  - <u>Note:</u> In such a case, Bremen ACC sector BOR shall maintain 1000 ft vertical separation or radar separation from Cochstedt CTR.
- D.5.2 If IFR traffic is announced for Cochstedt CTR and VN flights or a SVFR flight is to be carried out simultaneously, or if more than one SVFR flight is to be carried out, Cochstedt TWR shall request permission from Bremen ACC sector BOR. In this case, Bremen ACC shall be obliged to establish separation.
  - <u>Note:</u> 1. For IFR arrivals, this announcement shall be the coordination of the ETA; for IFR departures the coordination of the start-up approval.

2. Sunrise and sunset times for Cochstedt aerodrome shall be determined by subtracting 8 minutes from the values for Kassel published in the AIP Germany.

## Annex E.

### Transfer of Control and Transfer of Communications.

Effective: 2009-06-04 Revised: 2011-03-10

### E.1 Transfer of Control.

The transfer of control shall take place

- immediately after take-off in case of an IFR departure
- and

• after landing, in case of an IFR approach

unless otherwise specified in paragraph E.3.

### E.2 Transfer of Communications.

The transfer of communications shall take place not later than the transfer of control and as specified in paragraph E.3, unless otherwise co-ordinated.

Note:

I

Frequencies:		
Bremen ACC	VHF	UHF
BORE WWC2I WWC3I	123.225 MHz 119.825 MHz 132.650 MHz	397.475 MHz 376.400 MHz 299.775 MHz
Cochstedt TWR	131.125 MHz	

## E.3 Specific Points for Transfer of Control and Transfer of Communications.

The transfer of communications to Cochstedt TWR shall take place with arriving aircraft as soon as possible after the distance information has been passed to Cochstedt TWR specified in paragraph D.2.

The transfer of communications to Bremen ACC, sector BOR, shall take place with departing aircraft after passing 2000 AMSL.

## Annex F.

## Radar Based Co-ordination Procedures.

Effective: 2009-06-04 Revised:

Not applicable.

I

## Annex G.

### Supplementary Procedures.

Effective: 2009-06-04 Revised: 2011-02-10

### G.1 Failure of Cochstedt TWR.

In the case of failure of Cochstedt TWR, there will be no IFR arrivals or departures at Magdeburg/Cochstedt aerodrome.

### G.2 Contingency procedures of Bremen ACC.

### G.2.1 Contingency phase 0.

Contingency Phase 0 immediately after a failure of Bremen ACC is used to ensure traffic safety in the Bremen ACC's AoR. In this phase, there will be no IFR arrivals or departures at Magdeburg/Cochstedt aerodrome.

### G.2.2 Contingency phase 1.

Not applicable.

### G.2.3 Contingency phase 2.

In Contingency Phase 2, a failure lasting more than 48 hours, Bremen ACC may use contingency working positions at CRC Schönewalde. In this phase, IFR arrivals to or departures from Magdeburg/Cochstedt aerodrome will be resumed. The control and coordination procedures defined in Annexes C and D to this LoA shall apply.

Instead of the telephone numbers listed in Annex C to this LoA, Bremen ACC may be reached at the following telephone numbers:

WWC1M +49 421 5963 489 or +49 173 340 1129

Contingency sectors (Aiding unit CRC Schönewalde) Combined sectors	Type of message	Position	Communications
	Control Messages, Expedite Clearances, Approval Re- quests, Revisions	CBE2P	Phone: +49 35389 8633 796
CBE2 BOR,	Radar Coordination	CBE2E	<u>Frequencies:</u> VHF 126.075 MHz UHF 396.975 MHz Phone: via Planner
	Flight Plan Data and Esti- mates	CBEBA	Phone: +49 35389 8633 797
Supervisor Bremen (UAC Maastricht)	Procedures, Capacity, Emergency	CBNSM	Phone: +31 433662522

**END**