

**VATSIM CHICAGO TRACON AND MIDWAY TOWER**  
**LETTER OF AGREEMENT**

**Effective Date:** 12/21/2020

**Subject:** Inter-facility Coordination for the Control of IFR and VFR Aircraft

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1. **PURPOSE:** To establish operating procedures, delegate authority, and establish inter-facility coordination requirements for IFR and VFR service.
2. **CANCELLATION:** New Document.
3. **SCOPE:** The procedures contained herein apply to the control of IFR, VFR and Special VFR operations conducted between VATSIM Chicago TRACON (C90) and VATSIM Midway ATCT (MDW) and operations conducted within the Midway Class C airspace.
4. **DELEGATION:** C90 delegates to MDW:
  - a. Airspace within the Midway Class C airspace as depicted in Appendix A.
  - b. Authority to vector IFR departure aircraft climbing to 3,000' within the designated departure areas as depicted in Appendix A as "MDW 25/SFC", provided MDW ensures IFR departures comply with the restrictions of the MDW SID and eastbound departures operate no closer than 2 NM from the Willis Tower on an assigned heading of 090° or further south.
  - c. Authority and responsibility to provide the following services within the Midway delegated airspace:
    - (1) Radar separation, except that:
      - (a) C90 must be responsible for the sequencing of IFR arrivals for the primary arrival runway.
      - (b) Midway Tower must be responsible for separation between IFR arrivals at the contact/release point for the instrument approach in use.
    - (2) Visual separation between aircraft.
    - (3) Special VFR operations.
  - d. Authority to provide radar advisory service to VFR aircraft below the Chicago Class B airspace.
  - e. Authorization to use 5100 series beacon codes for VFR aircraft.

**5. ARRIVAL PROCEDURES:**

- a. C90 must:
- (1) Consult with MDW to establish the runway configuration and primary instrument approach. See Appendix A.
  - (2) Vector inbound IFR aircraft to the primary instrument approach, except aircraft may be cleared for a visual approach to that runway provided C90 instructs aircraft to maintain 2,500' until advised by MDW Tower.
  - (3) Ensure IFR and practice approach aircraft have track data correlated with the correct aircraft that displays the following minimum information:
    - (a) Aircraft identification and type
    - (b) Scratchpad information to indicate the approach type issued for the runway configuration. See Appendix B.
  - (4) Coordinate prior to issuing any circling approach.
  - (5) For aircraft executing practice approaches:
    - (a) Advise MDW if the approach is VFR or IFR.
    - (b) Provide appropriate separation.
  - (6) Transfer communications and control on aircraft executing an approach at the following points:

<b>Runway/Approach</b>	<b>Transfer Point</b>
31C	RUNTS or PRIUS
4R	CITGO or HILND
22L	MNDOR or ZASIV
13C	HITOB or NIDEE
Visual Approach	No later than 7 NM from MDW

- b. MDW must:
- (1) Be responsible for separation of arrivals inside the final approach fix except when the KMDW METAR is below Basic VFR Minimums.
  - (2) Instruct aircraft requesting practice instrument approaches to contact C90 on the appropriate frequency.
  - (3) Advise C90 of any aircraft executing a missed approach and issue a heading corresponding to the departure headings in use unless alternate missed approach instructions are directed by C90.
  - (4) Notify C90 if the VFR Advisory Position is opening
  - (5) Notify C90 of any required adjustment to the arrival interval.

**7. DEPARTURE PROCEDURES:**

- a. MDW must:
  - (1) Issue IFR clearances in accordance with Appendix C.
  - (2) Issue the MDW SID and headings in Appendix D to all IFR departures.
  - (3) Not issue departure headings between 270° clockwise to 089° to aircraft departing runway 22L or 31C.
  - (4) Ensure East departures operate no closer than 2 NM to Willis Tower.
  - (5) APREQ any turn that will cross the instrument approach in use.
  - (6) Provide a minimum of 8 miles separation between a jet departing behind a prop aircraft on the same heading.
  - (7) Advise C90 if a departure aircraft data block does not acquire within 3 miles of the airport. Subsequent departures not on the runway must be held until coordination has been accomplished.
  - (8) Coordinate any formation or round robin test flight prior to release.
- b. C90 must:
  - (1) Advise MDW when IFR departures must be stopped or resumed.
  - (2) Specify the initial direction (East or West) required for northbound departures and an initial altitude if other than 3,000 feet.
  - (3) Not change the routing of departure aircraft until it has left 3,000 feet or is five miles from the airport.

**7. SPECIAL VFR OPERATIONS.** MDW must conduct Special VFR operations within the Midway Airport Class C Surface Area at or below 2,500 feet MSL.

**8. TRAFFIC MANAGEMENT:**

- a. MDW must:
  - (1) Advise TMU when MDW IFR departure delays exceed 15 minutes from the time the aircraft calls ready to taxi.
  - (2) Monitor the IDS-4 for updates on ground stops or ESP.
  - (3) Advise TMU of aircraft that need an ESP release time.
- b. C90 must coordinate TMU restrictions with MDW.

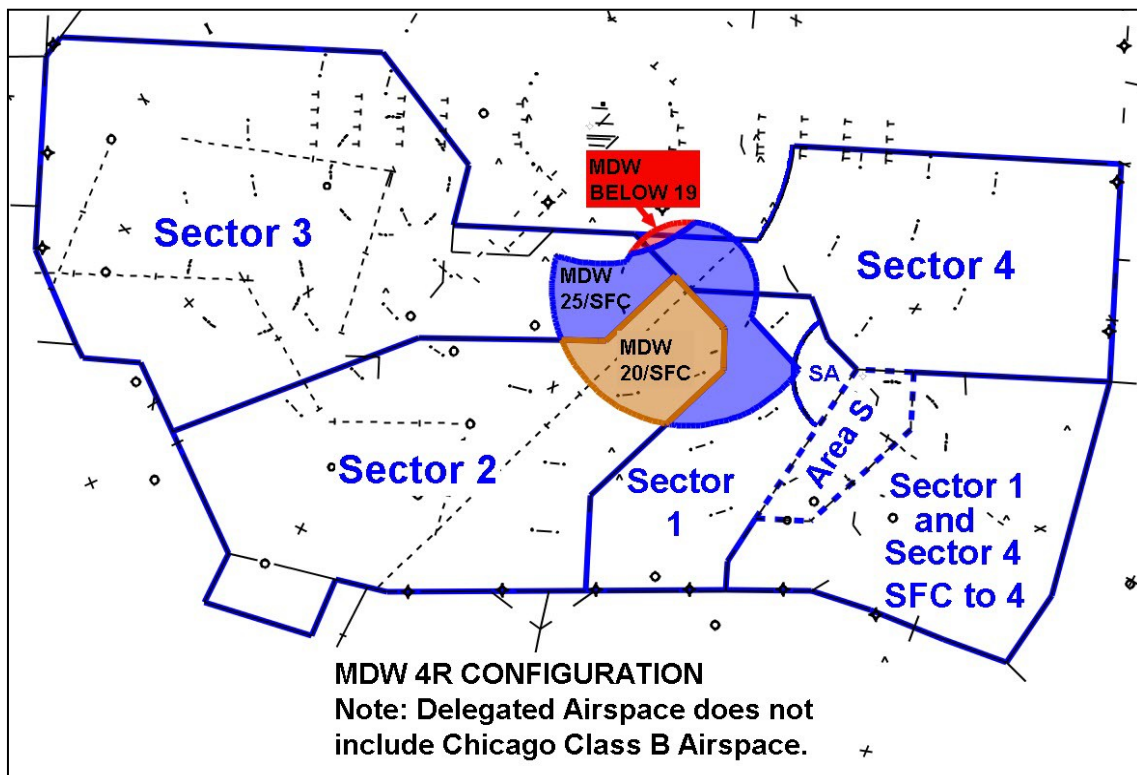
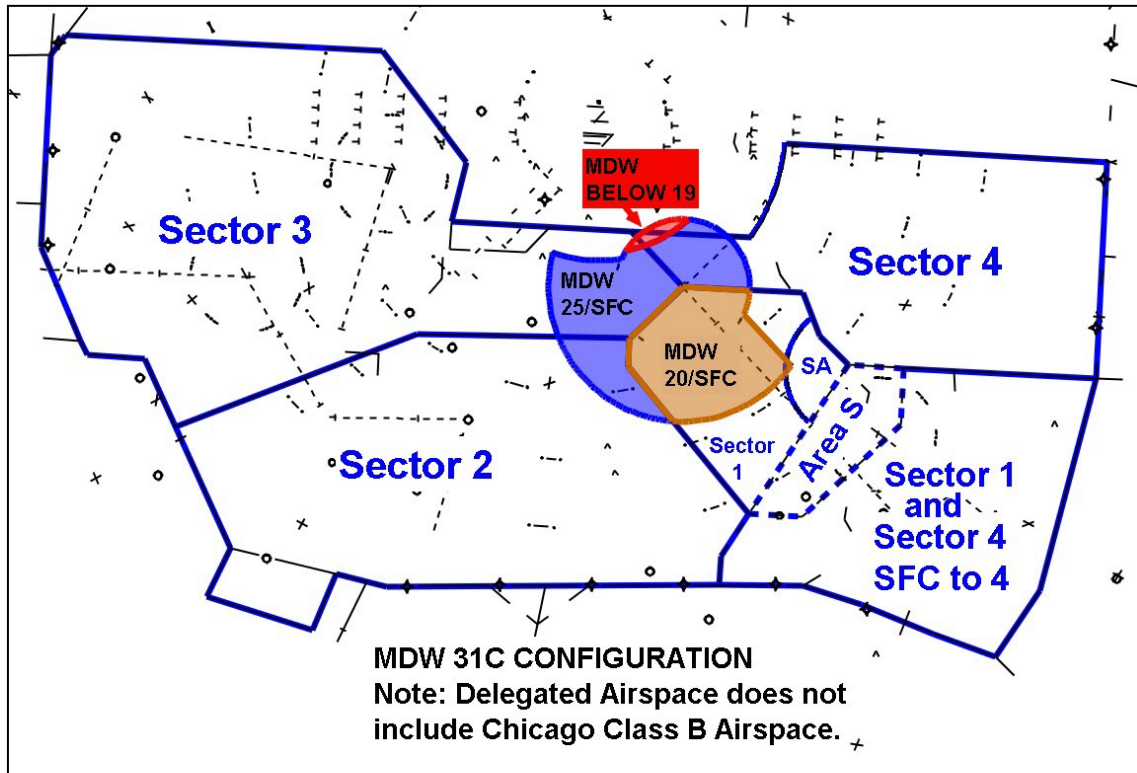
9. **GENERAL:**

- a. MDW must:
  - (1) Utilize aircraft data blocks that display Aircraft Identification, Type, and scratchpad information for the data transfer/identification of arrivals.
  - (2) Advertise on the ATIS the primary instrument approach to be executed and coordinate changes when required.
  - (3) Enter onto the IDS the current ATIS code, runway, and approach in use.
  - (4) Notify C90 when weather conditions change between VFR and IFR.
- b. C90 must advise MDW when Sector 4 is decombined from Sector 1.

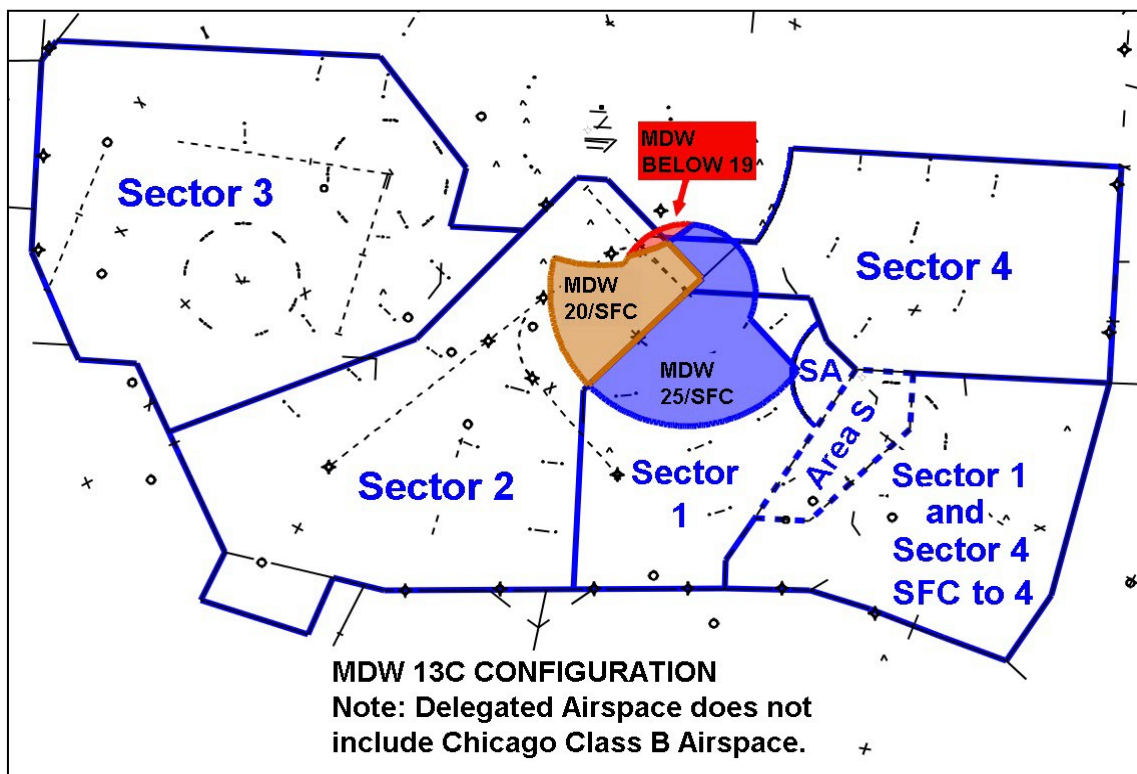
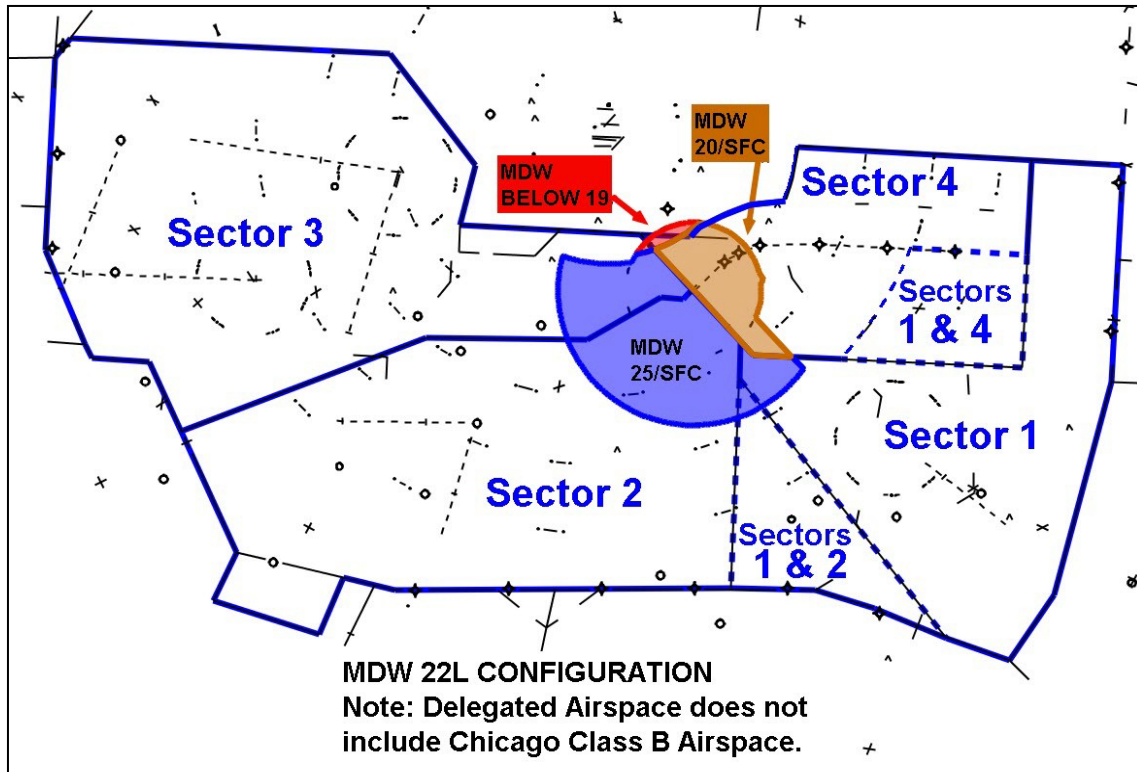
A handwritten signature in blue ink that reads "Dristin Rose". The signature is written in a cursive, flowing style.

Dristin Rose  
Air Traffic Manager  
VATSIM Chicago ARTCC

Appendix A. MDW Runway Configurations



Appendix A. Cont'd



**Appendix B. Scratchpad Entries**

1. C90 must enter scratchpad information for MDW arrivals as follows:
  - a. For the primary instrument approach and visual approaches:

Approach	Scratchpad Entry
Primary Instrument Approach	MDW
Visual Approach to the Primary Instrument Approach Runway	VA
Visual Approach Following an Aircraft	VS

- b. For other instrument approaches:

RNAV Z	RNAV Y	RNAV	ILS	Runway		ILS	RNAV	RNAV X	RNAV Y	RNAV Z
		R4L		4L	22R		R2R			
Z4R	Y4R		I4R	4R	22L			RNX	RNY	RNZ
		R3L		13L	31R		R1R			
Z3C	Y3C		I3C	13C	31C	I1C			RNY	RNZ

- c. For aircraft conducting the RNAV (GPS) Z RWY 4R or RNAV (GPS) Z RWY 31C when the ILS is the primary instrument approach, C90 may use "MDW"

**Appendix C. MDW Clearance Procedures and Tower En Route Control (TEC) Airports**

MDW Must:

1. Only issue clearances that contain the first fix after departure when that fix is:
  - a. On the current MDW SID
    - (1) RNAV capable: Via appropriate RNAV waypoint
    - (2) Non-RNAV capable: Via appropriate conventional NAVAID
  - b. JOT, only if the aircraft is requesting at or below 8,000'
  - c. LUCIT, only if the aircraft is requesting at or below 10,000'
  - d. In accordance with the table below when aircraft are routed through or landing in Tower En Route Control (TEC). TEC airports are defined on the next page.
2. Consult TMU (when staffed) or a controller working C90 or ZAU when unsure the best route to issue, or a pilot is unable to comply with the required routes.
3. When clearing an aircraft without a SID, assign an initial altitude of 3,000' and expect requested altitude 10 minutes after departure.

**TEC First Fix Requirements**

<b>C90 TEC (AOB 15,000')</b>			
Destination	Requested Alt	First Fix	
Chicago Terminal Area Airports	Any	OBK or Radar Vectors	
<b>North – MKE TEC (AOB 13,000')</b>			
Destination	Requested Alt	First Fix	
KMKE	AOB 130	RNAV	RAYNR
		Non-RNAV	BAE or OBK
Milwaukee Terminal Area Airports except KMKE	AOB 130	OBK	
Overflights	100-130	RNAV	PMPKN or RAYNR
		Non-RNAV	BAE or OBK
	AOB 090	BAE or OBK	
<b>East – SBN TEC (AOB 10,000')</b>			
Destination	Requested Alt	First Fix	
South Bend Terminal Area Airports and Overflights	AOB 100	LEWKE or GIJ	
<b>West – RFD TEC (AOB 12,000')</b>			
Destination	Requested Alt	First Fix	
Rockford Terminal Area Airports	AOB 120	SIMMN or Radar Vectors	
Overflights	AOB 120	PEKUE, PLL, or IOW	



## Appendix C. Cont'd

## TEC Airports

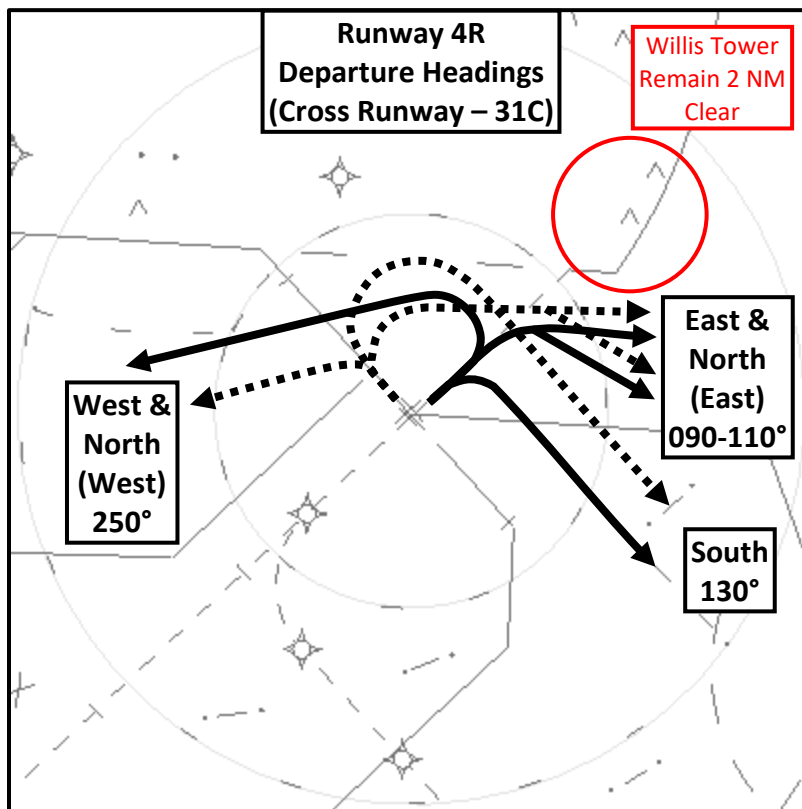
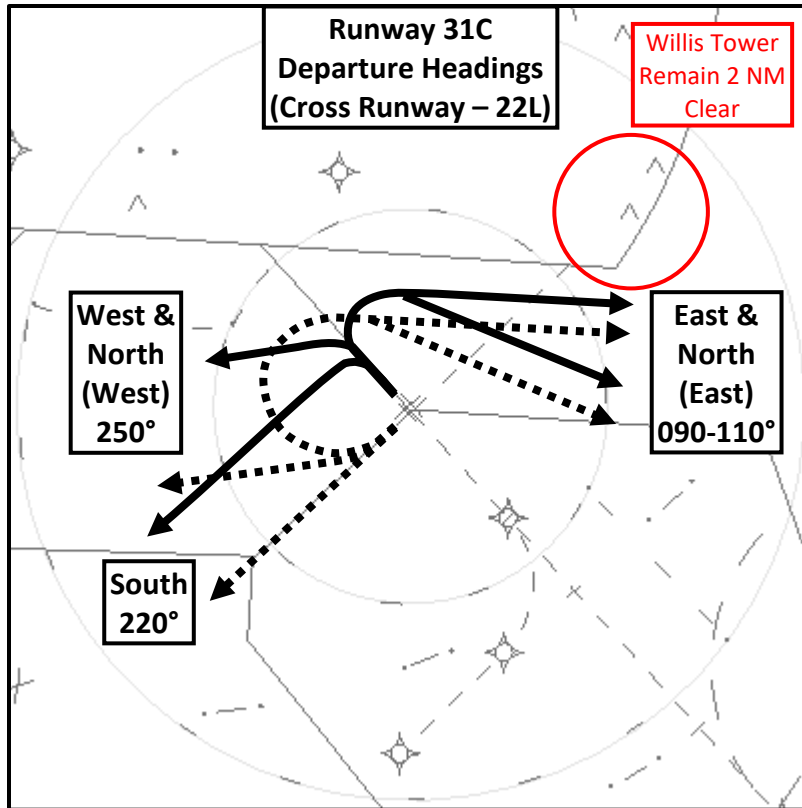
Chicago (C90) Terminal Area Airports					
ARR	Aurora	LL10	Naper	06C	Schaumburg
C09	Morris	LL22	Brookeridge	1C5	Clow
C81	Campbell	LOT	Lewis University	10C	Galt
DKB	DeKalb	MDW	Midway	3CK	Lake in the Hills
DPA	DuPage	ORD	O'Hare	68IS	Casa De Aero
GYG	Gary	PWK	Chicago Executive	82IS	Landings
IGQ	Lansing	UGN	Waukegan		
JOT	Joliet	05C	Griffith Merrillville		

Milwaukee (MKE) Terminal Area Airports					
BUU	Burlington	ETB	West Bend	RAC	Racine
C02	Lake Geneva	HXF	Hartford	UES	Waukesha
ENW	Kenosha	MWC	Timmerman	57C	East Troy
MKE	General Mitchell				

South Bend (SBN) Terminal Area Airports					
BEH	Benton Harbor	GSH	Goshen	RWN	Winamac
C03	Nappanee	LWA	South Haven	SBN	South Bend
C20	Berrien Springs	MGC	Michigan City	VPZ	Valparaiso
C65	Plymouth	OXI	Knox	3C1	Mishawaka
C91	Dowagiac	PPO	La Porte	3TR	Niles
EKM	Elkhart	RCR	Rochester		

Rockford (RFD) Terminal Area Airports					
C59	Lake Lawn	FEP	Freeport	RPJ	Rochelle
C73	Dixon	JVL	Janesville	SQI	Whiteside County
C77	Poplar Grove	RFD	Rockford	44C	Beloit
EFT	Monroe				

Appendix D. Departure Headings



Appendix D. Cont'd

