



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

In reply refer to:

NASPAXR

Ser N32/025

05 MAR 2015

LETTER OF AGREEMENT BETWEEN

COMMANDING OFFICER, NAVAL AIR STATION (NAS) PATUXENT RIVER, MD
AND

NAVAL TEST WING ATLANTIC (NTWL)
SCIENTIFIC DEVELOPMENT SQUADRON ONE (VXS-1)
AIR TEST AND EVALUATION SQUADRON ONE (VX-1)
MARINE HELICOPTER SQUADRON ONE (HMX-1)
NAS PATUXENT RIVER, FLYING CLUB
CIVIL AIR PATROL, PATUXENT RIVER (CAP)
MARYLAND AIR NATIONAL GUARD, 278TH ACR A Co. DET 1 TUAS

Subj: LETTER OF AGREEMENT FOR CLOSED TOWER OPERATIONS AT NAVAL AIR STATION
(NAS) PATUXENT RIVER AND WEBSTER OUTLYING FIELD (WOLF)

Encl: (1) NAS PATUXENT RIVER AUTOMATED AIRFIELD LIGHTING PROCEDURES

1. Purpose. To outline procedures for aviation tenant commands attached to NAS Patuxent River. This letter of Agreement (LOA) excludes aircraft operating at WOLF from performing closed tower operations at NAS Patuxent River (NHK) and WOLF. Procedures for VQ-4 to conduct closed tower operations are covered in a separate LOA. Closed tower operations are also known as afterhours operations.

2. Background. Published tower operating hours at NHK are 0700-2300L Monday through Friday and 0800-1800L Saturday and Sunday. Published tower operating hours at WOLF are 0900-1700L or sunset, whichever comes first, Monday through Friday. NHK and WOLF towers are not staffed after tower closure. Additionally, NHK and WOLF towers are closed on all national holidays with no tower staffing.

3. Procedures. Requests to conduct closed tower operations shall be made by completing the appropriate after hours request form and approved through the Air Operations Officer at (301) 342-3836 or 3837. The Air Traffic Control Facility Officer has by direction the authority to approve or disapprove requests. Requests for closed tower operations shall be made no later than 24 hours prior to the scheduled event. Only one flight is permitted in the NHK Class "E" airspace at a time. There are no numerical aircraft restrictions for WOLF Class G airspace unless exclusively scheduled. Crash and fire services are available during closed tower operations at NHK and WOLF. Crash and fire support for Category II operations at WOLF require scheduling through the Central Schedule Office, (301) 342-1169, which promulgates the Special Use Airspace Area Schedule. It is the responsibility of the requesting squadron to ensure the requested closed tower operation has been approved prior to engine start. **ALL CLOSED TOWER OPERATIONS AT NHK AND WOLF ARE CONDUCTED AT PILOT AND SQUADRON'S OWN RISK.**

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4. NHK Closed Tower Operations.

a. Prior to engine start.

(1) Contact Fire and Security Dispatch at (202) 433-4201 (primary) or (301)342-3208 (secondary) and request a duty crash and fire truck.

b. Automated Airfield Lighting Activation.

(1) Pilots shall activate the airfield lighting to the desired setting as described in enclosure (1) using Tower frequency 123.7.

c. Taxiing.

(1) Pilots shall make a broadcast on Tower frequency 123.7 advising of the aircraft's intended movement and runway for departure.

d. IFR Clearance and Release.

(1) To obtain clearance and release prior to departure, contact Potomac Approach on 135.62 or 269.62. If unable, contact Leesburg Flight Service Station (FSS) via commercial telephone at 1-888-766-8267.

e. Departures.

(1) Aircraft shall announce their takeoff intentions and report airborne on Tower frequency 123.7.

f. Arrivals.

(1) During VFR weather conditions, the pilot shall announce callsign, position and landing intentions on the tower frequency 123.7 prior to and after landing. The airfield lighting shall be activated in accordance with enclosure (1). When NHK weather is reported less than VFR, but equal to or better than non-precision instrument approach minimums, the pilot shall request vectors or RADAR monitoring from Potomac Approach for the applicable approach. Pilots are responsible for closing out VFR/IFR flight plans with Potomac Approach or Leesburg FSS. **PAR/ASR APPROACHES WILL NOT BE AVAILABLE REGARDLESS OF WEATHER CONDITIONS.**

g. Additional Information.

(1) Patuxent Weather

(a) ASOS: (301) 342-3398

(b) Naval Aviation Forecast Center: (757) 445-2928

(c) Automatic Terminal Information Service (ATIS): 322.425

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(2) Bird/Animal Strike Hazard (BASH) and Runway Inspections

(a) A sweep of the runway is required to ascertain runway conditions and for BASH avoidance. It is the requesting squadron's responsibility to conduct the sweep. The following are acceptable methods to ensure the runway has been swept:

1. For fixed wing departures, a back taxi of the runway by the aircraft prior to take-off.

2. For fixed wing arrivals, a low approach over the runway and then re-entry into the pattern for landing.

3. Helicopters are authorized to conduct a sweep of the runway or pad by performing an approach to a hover, clearing the landing area, and then landing.

(b) If mission, testing, or weather dictates that the aircraft is not able to sweep the runway, squadron personnel should conduct the BASH and runway inspections for the aircraft. With prior notification, personnel can check out a vehicle from Airfield Facilities Division (AFD) at (301) 342-3570 and a handheld radio from Ground Electronics. (see Sect (3)(a) of this LOA) Any person conducting the sweep shall have a current Airfield Driver's License, broadcast their position and intentions on Tower frequency 123.7, and remain vigilant of other activities on the airport.

(c) If any of these methods cannot be accomplished, the squadron may then request assistance in performing the required sweep from other squadrons that are included in this LOA.

(d) In the event the requesting squadron cannot conduct BASH sweeps, the last option is AFD assisting the squadron in conducting the sweeps. Requesting squadrons must adhere to strict compliance in requesting AFD assistance with a **24 HOUR NOTIFICATION** prior to flight operations. ATCFO and AFD Division Officer will work with the requesting squadron to ascertain the need for AFD personnel in conducting the sweep due to this option being unsustainable on a regular basis.

(3) Ground Electronics.

(a) Contact Ground Electronics at (301)342-9635 to check out a handheld radio for vehicles operating on the airfield during closed tower operations. This radio shall be returned to Ground Electronics upon completion of the closed field operation.

(b) For Automated Airfield Lighting issues, contact Duty Technician at (301) 342-9635 when the tower is closed.

5. WOLF Closed Field Operations.

a. Pilots will report entering or exiting WOLF Class "G" airspace with NHK Tower on frequency 123.7 when able.

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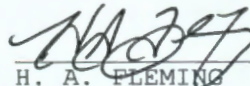
b. Upon completion of operations, pilots shall report the number of operations conducted at WOLF to NHK Tower when able.

c. Manned and unmanned aircraft are not authorized to work concurrent closed tower operations unless approved by the NAS Patuxent River Air Operations Officer or their representative.

d. There is no airfield lighting system at WOLF.



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**NAVAL AIR STATION PATUXENT RIVER
AUTOMATED AIRFIELD LIGHTING PROCEDURES**

1. The Automated Airfield Lighting System (AALS) is used by pilots to activate a specific group of lights on the airfield for approved after hours operations.
2. Once initiated, the system will activate the following lights:
 - a. Runway 6/24 and Runway 14/32 edge lights.
 - b. All Taxiway lights.
 - c. Runway 6 approach lights.
 - d. Runway 6 centerline lights.
3. In order to activate the AALS, select the Tower frequency 123.7 and key (click) the mic the specified number of times to have the lights activated at the desired intensity.
 - a. For **Step 1** lighting intensity (lowest intensity) key the mic three times.
 - b. For **Step 3** lighting intensity (intermediate intensity) key the mic five times.
 - c. For **Step 5** lighting intensity (brightest intensity) key the mic seven times.
4. There is a delay of approximately 7-10 seconds from the time the mic is initially keyed and the activation of the lights. Additionally, when keying the mic 3, 5, or 7 times, it must be done within five seconds of each keying.
5. Once initiated, the lights will remain on for 15 minutes. If the mic is keyed 3, 5, or 7 times during the 15 minute period, the timer resets and the 15 minutes are restarted from that time.