

LETTER OF AGREEMENT

EFFECTIVE: August 3, 2026

SUBJECT: Coordination Procedures

1. PURPOSE: This Letter of Agreement establishes procedures for handling air traffic between Denver Terminal Radar Approach Control (D01 TRACON) and Denver Satellite Fields (BJC Tower, FNL Tower, APA Tower, CFO Tower, and BKF Tower).

2. CANCELLATION: The Letter of Agreement between Denver Terminal Radar Approach Control and Denver Satellite Fields, dated March 9th, 2021, is canceled.

3. SCOPE: To establish standard operating procedures for the coordination and control of aircraft between Denver Terminal Radar Approach Control and Denver Satellite Fields on the VATSIM network. This letter of agreement is supplemental to vZDV Facility Policy and FAA Order JO 7110.65. The information contained herein is to be used for flight simulation purposes only on the VATSIM network. It is not intended, nor should it be used for, real-world navigation. The Virtual Denver ARTCC is not affiliated with the FAA, the actual Denver ARTCC, or any governing aviation body.

4. RESPONSIBILITIES: All controllers staffing (or controlling overlying airspace containing) Denver Terminal Radar Approach Control and Denver Satellite Fields positions are required to be familiar with the provisions of this document.

5. DEFINITIONS:

- a. Classes of Airspace. Boundaries of airspace that are owned by Satellite Towers.
 - (1) Centennial Airport (KAPA) Class D airspace is defined as that airspace extending upward from the surface to but not including 8,000 feet Mean Sea Level (MSL) within a 4.4 Nautical Mile (NM) radius plus its extensions of the Centennial Airport.
 - (2) Rocky Mountain Metro Airport (KBJC) Class D airspace is defined as that airspace extending upward from the surface to, but not including 8,000 feet Mean Sea Level (MSL) within a five (5) Nautical Mile (NM) radius of BJC airport reference point (ARP).
 - (3) Buckley Air Force Base (KBKF) Class D airspace is defined as the airspace extending upward from the surface up to, but not including, 7,500 feet Mean Sea Level (MSL) or the bottom of the Denver Class B, whichever is lower, within a 4.4 Nautical Mile (NM) radius of the Buckley Air Force Base to the south and west. The Class B airspace to the surface to the north and east of Runway 14 belongs to Denver Tower.
 - (4) Colorado Air and Space Port (KCFO) Class D airspace is defined as the airspace extending upward from the surface to, but not including, 8,000 feet Mean Sea

Level (MSL) or the bottom of the Denver Class B, whichever is lower, within a 5 Nautical Mile (NM) radius of Colorado Air and Space Port to the east and south. The Class B airspace to the surface to the north and west of Runway 8 belongs to Denver Tower.

- (5) Northern Colorado Airport (KFNL) Class E airspace is defined as the airspace extending upward within a 5 Nautical Mile (NM) radius of the Northern Colorado Airport.

6. GENERAL PROCEDURES:

- a. Advertise instrument approaches when ceilings are below 2,500 feet AGL and/or visibility is less than 5SM.
- b. Verbally advise Denver TRACON prior to switching active runways and types of approaches to be used.
- c. SVFR - Tower may conduct SVFR operations within the lateral and vertical confines of the Class D or E airspace in accordance with FAA JO 7110.65. The tower is responsible for the separation of SVFR traffic from IFR traffic.
 - (1) The vertical limits of FNL extend up to, and including, 7,500 feet MSL.
- d. Successive Departure Separation:
 - (1) Release jet aircraft behind propeller aircraft seven (7) NM in trail when assigned the same heading regardless of departure gate.
 - (2) Release like type aircraft five (5) NM in trail when assigned the same heading.
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7. ARRIVAL PROCEDURES:

- a. Denver TRACON must:
 - (1) Verbally communicate aircraft planning a missed approach
 - (2) Utilize scratchpad entries as sections 2-4 of the D01 TRACON SOP.
 - (3) Coordinate any request for an instrument approach to a non-active runway.
 - (4) Request approvals for RWY 10 or RWY 28 arrivals prior to 10 flying miles from KAPA, unless it is an advertised runway.
 - (5) Transfer communications on all aircraft between one (1) mile outside the Class D or Class E boundary and 15 miles from the airport.
 - (6) Position KFNL IFR aircraft conducting a visual approach within the visual approach corridor (Attachment 2), established inbound to the airport and:
 - (a) Landing Runway 15: Ensure aircraft turn final at or north of LASXE, assigned 170 knots or less.
 - (b) Landing Runway 33: Ensure aircraft turn final at or south of CONRY, assigned 170 knots or less
 - (7) Position KBJC IFR aircraft conducting a visual approach, established inbound towards the airport and:
 - (a) Landing 30L/R: Ensure aircraft turn or join final at or east of ALIKE and assigned 170 knots or less.
 - (b) Landing 12L/R: Instructions to turn or join five (5) mile final and assigned 170 knots or less.
 - (c) Single engine, non-turbine IFR aircraft conducting a visual approach may proceed "direct" to the advertised runway.

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- (8) Position KAPA IFR aircraft conducting a visual approach within the visual approach corridor, established inbound to the airport:
 - (a) Landing North: Instruct aircraft to turn or join final at or south of JIDOG, and assign 170 knots or less
 - (b) Landing South: Instruct aircraft to turn or join five (5) NM final, at or above 8000 feet MSL, and assign 170 knots or less.

NOTE - Instruct single engine, non-turbine IFR aircraft conducting a visual approach to turn or join four (4) NM final, at or above 7500 feet MSL

- b. Centennial Tower must:
 - (1) Advise Denver TRACON when an aircraft executes a missed approach or a go-around. Unless the aircraft cancels IFR and requests to remain in the traffic pattern, issue runway heading, maintain 8,000, and transfer communications within 4nm of the departure end of the runway.
 - (2) Issue climb-out instructions to aircraft on practice approaches as directed by Denver TRACON or their entered scratchpad.
- c. Metro Tower must:
 - (1) Advise TRACON when an aircraft executes a missed approach or a go-around. Unless the aircraft cancels IFR and requests to remain in the traffic pattern, issue a heading of 010 degrees, maintain 8,000, and transfer communications within 4nm of the departure end of the runway.
 - (2) Issue a heading of 010 degrees and maintain 8,000 to aircraft climbing out following an IFR practice approach.
- d. Buckley Tower must:
 - (1) Unless an operational necessity exists, utilize Runway 32 for all IFR arrivals.
 - (2) Advise TRACON when an aircraft executes a missed approach or a go-around. Unless the aircraft cancels IFR and requests to remain in the traffic pattern, issue a heading of 260 degrees, maintain 8,000, and transfer communications within 2nm of the departure end of the runway.
 - (3) Issue climb-out instructions to aircraft on practice approaches as directed by Denver TRACON or their entered scratchpad.
- e. Space Port Tower must:
 - (1) Advise TRACON when an aircraft executes a missed approach or a go-around. Unless the aircraft cancels IFR and requests to remain in the traffic pattern, issue a heading of 120 degrees, maintain 8,000, and transfer communications within 2nm of the departure end of the runway.
 - (2) Coordinate with TRACON if any unplanned missed approach will impede on Class B operations.
 - (3) Issue climb-out instructions to aircraft on practice approaches as directed by Denver TRACON or their entered scratchpad.
- f. NoCo Tower must:
 - (1) Advise TRACON when an aircraft executes a missed approach or a go-around. Unless the aircraft cancels IFR and requests to remain in the traffic pattern, issue

a heading of 060 degrees, maintain 8,000, and transfer communications within 4nm of the departure end of the runway.

- (2) Issue climb-out instructions to aircraft on practice approaches as directed by Denver TRACON or their entered scratchpad.

8. DEPARTURE PROCEDURES:

a. Denver TRACON must:

- (1) Unless an operational necessity exists, issue a release to IFR aircraft within 5 minutes of the Tower initiating the request.

b. Centennial Tower must:

- (1) Ensure all RNAV-equipped turbojet aircraft are on an RNAV SID.
- (2) Ensure all aircraft who do not file a SID are issued the DEN# departure.
- (3) Issue an initial altitude of 8,000.
- (4) Obtain IFR departure release from TRACON via the RDL unless verbally coordinated:
 - (a) Ensure IFR aircraft depart within 4 minutes of the time of release. When multiple releases are issued, ensure each subsequent departure is airborne within 3 minutes of the previous aircraft's release window.

NOTE - Any aircraft entered into the RDL while there is another aircraft in the RDL is considered a subsequent departure.

- (b) If a departure is not airborne within the timeframes above, coordinate with TRACON to verify the RDL release is still valid.
 - (c) Aircraft landing KDEN must be verbally coordinated with TRACON. Centennial Tower must communicate explicitly that the aircraft is landing KDEN.
- (5) Transfer communications within 4 NM of the departure end of the runway. Tower transfers control leaving 7,500 MSL or 4 NM from the airport.
 - (6) Unless otherwise specified in the release with TRACON, issue a heading in accordance with the tables listed in Appendix 1.
 - (7) Ensure East gate, V366 and V389 aircraft departing RWY 35L or RWY 35R are established in a right turn to heading 125 degrees prior to the south shore of Cherry Creek Reservoir. Tower must coordinate a new heading when the turn is not started in a timely manner.
 - (8) Aircraft landing in the TRACON airspace must be released via the gate headings listed below:

Landing Airport	Gate
FNL, GXY	North
BJC, EIK, LMO	West
CFO	East

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c. Metro Tower must:

- (1) Ensure all RNAV equipped turbojet aircraft are on an RNAV SID.
- (2) Ensure all aircraft who do not file a SID are issued the DEN# departure.
- (3) Issue an initial altitude of 8,000.
- (4) Obtain IFR departure releases from TRACON via the RDL unless verbally coordinated:
 - (a) Ensure IFR aircraft depart within 4 minutes of the time of release. When multiple releases are issued, ensure each subsequent departure is airborne within 3 minutes of the previous aircraft's release window.

NOTE - Any aircraft entered into the RDL while there is another aircraft in the RDL is considered a subsequent departure.

- (b) If a departure is not airborne within the timeframes above, coordinate with TRACON to verify the RDL release is still valid.
- (c) Unless otherwise specified in the release with TRACON, issue a 350 heading on departure to all IFR aircraft. Optional initial departure headings available are 010 and 030.
 - (i) Runway 12L/R departures: Assign heading 150 for APA and south gate aircraft
- (5) Transfer communications within 4 NM of the departure end of the runway. Tower transfers control leaving 7,000 MSL or 4 NM from the airport.

d. Buckley Tower must:

- (1) Unless an operational necessity exists, utilize Runway 14 for all IFR departures.
- (2) Ensure all aircraft who do not file a SID are issued the DEN# departure.
- (3) Issue an initial altitude of 8,000.
- (4) When the BKF# is assigned, issue "Climb via SID."
- (5) Ensure IFR aircraft depart within 3 minutes of the time of release. When multiple releases are issued, ensure each subsequent departure is airborne within 3 minutes of the previous aircraft's release window.
- (6) Transfer communications within 2 NM of the departure end of the runway. Tower transfers control leaving 6,500 MSL or 2 NM from the airport.
- (7) Coordinate a heading with TRACON for every release.

e. Space Port Tower must:

- (1) Ensure all RNAV equipped turbojet aircraft are on an RNAV SID.
- (2) Ensure all aircraft who do not file a SID are issued the DEN# departure.
- (3) Issue an initial altitude of 8,000.
- (4) Obtain IFR departure releases from TRACON via the RDL unless verbally coordinated:
 - (a) Ensure IFR aircraft depart within 4 minutes of the time of release.
 - (b) Tower will not have more than one aircraft in the RDL at any given time.
 - (c) Departing aircraft landing at KDEN or KAPA must be verbally coordinated through TRACON

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- (5) Transfer communications within 2 NM of the departure end of the runway. Tower transfers control leaving 6,500 MSL or 2 NM from the airport.
- (6) Unless otherwise specified in the release with TRACON, issue a 120 heading on departure to all IFR aircraft.
- f. NoCo Tower must:
 - (1) Ensure all RNAV equipped turbojet aircraft are on an RNAV SID.
 - (2) Ensure all aircraft that do not have a departure must be cleared as filed.
 - (3) Issue all IFR departures "maintain 8000, expect (filed altitude) one zero minutes after departure."
 - (4) Verbally coordinate IFR departure releases:
 - (a) Ensure IFR aircraft depart within 4 minutes of the time of release. When multiple releases are issued, ensure each subsequent departure is airborne within 3 minutes of the previous aircraft's release window.
 - (5) Transfer communications within 4 NM of the departure end of the runway. Tower transfers control leaving 7,000 MSL or 4 NM from the airport.
 - (6) Use the following headings for IFR departures:
 - (a) Runway 33 - "Turn right heading 060, maintain 8,000."
 - (b) Runway 15 - "Fly runway heading, maintain 8,000."

9. ATTACHMENTS:

- a. Attachment 1 - KAPA IFR Departure Headings
- b. Attachment 2 - KFNL Tower Visual Approach Corridors

10. APPROVED:

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Attachment 1. KAPA IFR Departure Headings

Table 1. KAPA IFR Departure Headings Land North

Departure Gate/Airway	Heading
North, West	320
South	290
East, V366, V389	125 (As soon as practical)

Table 2. KAPA IFR Departures Headings Land South

Departure Gate/Airway	Heading
All	170
East (Non Turbo Jet Only)	150

Attachment 2. KFNL Tower Visual Approach Corridors

