



**Leeds Bradford**<sup>®</sup>  
Yorkshire's Airport

# **Leeds Bradford Airport ACP**

Draft Letters of Agreement





## Document Details

---

Reference	Description
<b>Document Title</b>	Leeds Bradford Airport ACP
	Draft Letters of Agreement
<b>Document Ref</b>	70818 40 Encl 10
<b>Issue</b>	Issue 1
<b>Date</b>	17 <sup>th</sup> December 2018
<b>Client Name</b>	Leeds Bradford Airport
<b>Classification</b>	For Public Release

Issue	Amendment	Date
Issue 1	Initial Issue	17 <sup>th</sup> December 2018

Approval Level	Authority	Name
Author	Osprey CSL	██████████
Reviewer	Osprey CSL	██████████
Client Review	Leeds Bradford Airport	██████████



## Executive Summary

---

### Document Overview

Leeds Bradford Airport (LBA) is submitting a proposal to change the airspace arrangements surrounding the Airport and to introduce new Instrument Flight Procedures (IFPs). In order to ensure that other airspace users can maintain access to airspace that they currently enjoy, LBA has drafted Letters of Agreement to demonstrate how access can be facilitated for several areas around the Airport. The purpose of a LoA is to ensure that all airspace users are aware of the type of air traffic that may be encountered and how users should participate to ensure that traffic can be handled safely and efficiently.

This document contains four separate Draft LoAs; two of the LoAs (Leeds East Airport and Sherburn Aeroclub) have been agreed in principle subject to a successful outcome of LBA's ACP submission. The third and fourth LoAs (Upton Corridor and Grassington Box with the Gliding Community) have yet to be agreed in principle with the gliding community. The Upton Corridor LoA has been agreed in principle with Doncaster Sheffield Airport (DSA) who currently holds the agreement with the BGA, but the proposed amendment has yet to be agreed in principle with the British Gliding Association (BGA) and other General Aviation parties. The draft is included and any update to agreement in principle will be submitted to the CAA.



## Table of Contents

---

<b>1</b>	<b>Introduction.....</b>	<b>1</b>
1.1	General.....	1
<b>2</b>	<b>Sherburn Aero Club and LBA .....</b>	<b>2</b>
2.1	Overview .....	2
<b>3</b>	<b>Leeds East Airport.....</b>	<b>3</b>
3.1	Overview .....	3
<b>4</b>	<b>LBA and BGA - Grassington Box .....</b>	<b>4</b>
<b>5</b>	<b>Upton Corridor Extension .....</b>	<b>5</b>



# 1 Introduction

---

## 1.1 General

Leeds Bradford Airport (LBA) has engaged with the local aviation community and has drafted several Letters of Agreement (LoAs) to facilitate access to airspace when it is not required by LBA. These LoAs articulate the conditions required for aviators to access the airspace in order to ensure that the airspace is managed safely and efficiently. The agreement of these LoAs is subject to CAA approval of the airspace. Therefore, they can only be agreed in principle at this stage.

The LoA for the Upton Corridor has been agreed in principle between LBA and Doncaster Sheffield Airport (DSA) but agreement has not yet been received from the gliding community. Engagement will continue with the Regional Soaring Airspace Group (RSAG), the British Hang-gliding and Para-gliding Association (BHPA) and if agreement is subsequently achieved, or if the draft LoA alters, then the CAA will be updated accordingly.

The following LoAs are included within this Enclosure Report:

1. Sherburn Aeroclub (SAC) and Leeds Bradford Airport (LBA)
2. Leeds East Airport and LBA
3. Grassington Box – LBA and BGA/RSAG Sutton Bank
4. Upton Corridor – LBA, DSA and RSAG and BHPA.



## 2 Sherburn Aero Club and LBA

---

### 2.1 Overview

This Letter of Agreement was originally drafted to ensure support of an Airspace Change Proposal to implement GNSS (RNAV) approaches at Sherburn-in-Elmet airfield. Following engagement with Sherburn Aeroclub (SAC), LBA modified the proposed airspace design specifically to accommodate the requirements of SAC and Leeds East Airport. SAC has accepted that any further access to LBA proposed airspace can be agreed via a LoA or via a tactical clearance following coordination. Any updates to these agreements will be submitted to the CAA accordingly.

# **Letter of Agreement**

**Leeds Bradford Airport ATC**

**and**

**Sherburn Aero Club**

## **Arrangements for Aircraft Inbound to Sherburn for a GNSS Approach**

Produced By

**Sherburn Aero Club**

Document Author

**S Hallas**

COPYRIGHT STATEMENT © 2018

This document and the information contained herein is the property of Sherburn Aero Club Ltd. It shall not be reproduced in whole or in part or otherwise disclosed without the prior written consent of the Club.





## **4 Foreword**

This document sets down procedures for the safe and efficient navigation by aircraft inbound for RNAV (GNSS) instrument approach procedures at Sherburn aerodrome, including procedures and responsibilities applicable to Sherburn Aero Club and ATC at Leeds Bradford Airport.

No changes may be made to this document without prior approval of either signatory.

## 5 Checklist of Pages

Page No	Date	Page No	Date	Page No	Date
Page 1	12/12/18	Page 11	12/12/18		
Page 2	12/12/18	Page 12	12/12/18		
Page 3	12/12/18				
Page 4	12/12/18				
Page 5	12/12/18				
Page 6	12/12/18				
Page 7	12/12/18				
Page 8	12/12/18				
Page 9	12/12/18				
Page 10	12/12/18				

**6 Contents**

- 1 Document Control..... 2.2
- 2 Distribution List..... 2.2
- 3 Amendment Record..... 2.3
- 4 Foreword ..... 2.4
- 5 Checklist of Pages ..... 2.5
- 6 Contents ..... 2.6
- 7 Coming into force, review and amendment..... 2.7
- 8 Purpose ..... 2.7
- 9 General procedures and responsibilities ..... 2.7
- 10 Runway 10 ..... 2.8
- 11 Runway 28 ..... 2.9
- 12 Arrivals from the airways ..... 2.9
- 13 Signatories ..... 2.10
- 14 Appendix A – IAP details ..... 2.11

**Changes affecting this version**

NONE

## **7 Coming into force, review and amendment**

- 7.1 This letter of agreement (LOA) is effective from 12/12/18 until cancelled.
- 7.2 It is reviewed at least annually by both signatories, Leeds Bradford Airport ATC and Sherburn Aero Club. It may also be reviewed at any time if so requested by either signatory.
- 7.3 Any amendments to this LOA or the arrangements contained therein will be effective only with the written consent of the signatories to this LOA or their successors.

## **8 Purpose**

- 8.1 The purpose of this LoA is to define and document procedures which will permit aircraft intending to execute an instrument approach procedure (IAP) at Sherburn aerodrome, to safely navigate the local airspace environment.
- 8.2 This is in support of and in accordance with the approval granted by the CAA under CAP1122 for an IAP to be established without the provision of an approach control service.
- 8.3 It contains responsibilities for Sherburn Aero Club, Leeds Bradford Airport ATC and pilots executing the IAP. It is the responsibility of Sherburn to ensure pilots are familiar with these responsibilities.
- 8.4 Further information for pilots is available in the Sherburn AIP entry (EGCJ). A detailed guide to IAP operations at Sherburn is available to pilots on request and is required reading for any pilots wishing to obtain PPR to fly the IAP.

## **9 General procedures and responsibilities**

- 9.1 The RNAV IAPs at Sherburn are established in class G airspace. There is no approach control service provided for arrivals at Sherburn.
- 9.2 Notwithstanding the lack of approach control, this LOA provides procedures that that will reduce the risk of conflict between traffic using the IAP at Sherburn. This is subject to the workload of the ATSUs involved.
- 9.3 SAC will contact Leeds ATC and advise them of IAP bookings as and when required
- 9.4 SAC will keep Leeds ATC up to date with runway in use, and status of airfield (VFR or IR) when IAP traffic is due.
- 9.5 SAC will instruct pilots to include Leeds ATC address in flight plans
- 9.6 The Sherburn IAP is PPR. SAC will manage the flow of IAP traffic and reduce the likelihood of multiple aircraft arriving in the area at similar times. This will be achieved by having hour-long slot periods that are assigned to aircraft when they arrange PPR.

- 9.7 When an aircraft obtains PPR, they will nominate an estimated time of arrival (ETA) at the relevant initial approach fix (IAF). The time slot consists of an arrival time tolerance of +/- 15 minutes around the ETA at the IAF. Following the expiry of this period (ie 15 minutes after the planned ETA), there is a further 15-minute period during which for the approach may be completed. By the end of this period (30 mins after the EAT at the IAF), the aircraft should have either landed, diverted or changed to a VFR approach.
- 9.8 There shall not be an allocation of a subsequent arrival until half an hour after the expiry of further 15-minute period described in 10.1 ( i.e. 1 hour after the ETA at the IAF). This is to ensure a minimum buffer of 15 minutes between the last time one aircraft should still be on the IAP and the earliest time the next arriving aircraft should be at the IAF. The overall rate of aircraft planned to use an IAP at either Sherburn or Leeds East Airport is therefore no more than one per hour.
- 9.9 Pilots that anticipate being more than 15 minutes late at the IAF may request SAC co-ordination to establish whether there is a subsequent arrival slot available. If there is no further slot available, the aircraft must either divert or convert to VFR if conditions allow.

**Example**

Agreed ETA at IAF	Earliest time at IAF	Latest time at IAF	Clear of Procedure	No IAP movements
12:00	11:45	12:15	12:30	12:30 - 12:45

Figure 1

- 9.10 As part of the PPR process, pilots will be briefed by SAC on the specific local arrangements and limitations of the approach, including interaction with Leeds Bradford ATC and Doncaster Sheffield ATC.
- 9.11 Pilots are responsible for determining which approach direction is most appropriate, given the prevailing conditions and traffic situation at Sherburn.
- 9.12 Aircraft that elect to continue under VFR after contacting Leeds Bradford Airport ATC shall advise this to 'Leeds Radar' and squawk either 7000 or as directed.
- 9.13 Regardless of whether flying under IFR or VFR, pilots remain responsible for maintaining an effective look-out when in VMC, de-conflicting with other aircraft and maintaining separation from terrain.
- 9.14 Aircraft must not enter any controlled airspace unless specifically cleared to do so.

**10 Runway 10**

10.1 Aircraft approaching for runway 10 shall call 'Leeds Radar' within 20 NM of the joining IAF, state their intention to execute the IAP at Sherburn and request a

Traffic Service (it will be recommended by SAC to pilots to request a Traffic Service).

- 10.2 'Leeds Radar' will endeavour to provide the service requested, although this is subject to ATC capacity.
- 10.3 In the event of a Traffic Service not being available, pilots shall continue to monitor 'Leeds Radar' and continue to squawk at least mode C. Even if not able to provide a radar service, 'Leeds Radar' shall provide a Basic Service, aircraft shall continue to monitor the Leeds radar frequency. It is the responsibility of pilots to act on the information provided in accordance with the Sherburn IAP procedures they will have been briefed on.
- 10.4 Once at the applicable IAF, pilots shall call 'Sherburn radio' and execute the IAP in accordance with Sherburn IAP procedures. They shall continue to squawk until they have landed at Sherburn. In the event of a missed approach, pilots should re-establish contact with 'Leeds Radar' as appropriate.
- 10.5 In some circumstances, aircraft may wish to transit from the area to the east of Sherburn and execute the approach to runway 10. In this instance aircraft shall call 'Doncaster Radar' for an air traffic service and/or transit of controlled airspace (if desired), before continuing with 'Leeds Radar' for runway 10, once outside of controlled airspace and within 15-20 NM of the joining IAF. It shall be the responsibility of the pilots to contact 'Leeds Radar' at the appropriate point, although 'Doncaster Radar' may co-ordinate a 'hand over' if ATC capacity allows.

## 11 Runway 28

- 11.1 Aircraft conducting the approach to runway 28 shall generally contact 'Doncaster Radar' prior to the approach. This is subject to a separate LoA.
- 11.2 In some circumstances, aircraft may wish to transit from the area to the west of Sherburn and execute the approach to runway 28. In this instance aircraft shall call 'Leeds Radar' for an air traffic service and/or transit of controlled airspace (if desired), before continuing with 'Doncaster Radar' for runway 28, once outside of controlled airspace and within 15-20 NM of the joining IAF. It shall be the responsibility of the pilots to contact 'Doncaster Radar' at the appropriate point, although 'Leeds Radar' may co-ordinate a 'hand over' if ATC capacity allows.

## 12 Arrivals from the airways

- 12.1 Aircraft are responsible for communicating and agreeing the desired routing to Sherburn with 'Scottish Control'. Once release from controlled airspace, aircraft are responsible for navigating to the joining IAF and liaising with Doncaster and/or Leeds ATC as appropriate. They must not re-enter controlled airspace unless specifically cleared to.

12.2 It may be possible to negotiate a hand over from 'Scottish Control' to either 'Doncaster Radar' or 'Leeds Radar', however this is the pilot's responsibility to arrange.

### 13 Signatories

Signed on behalf of  
**Leeds Bradford Airport**

Signed on behalf of  
**Sherburn Aero Club**

[insert name]  
Air Traffic Services Manager

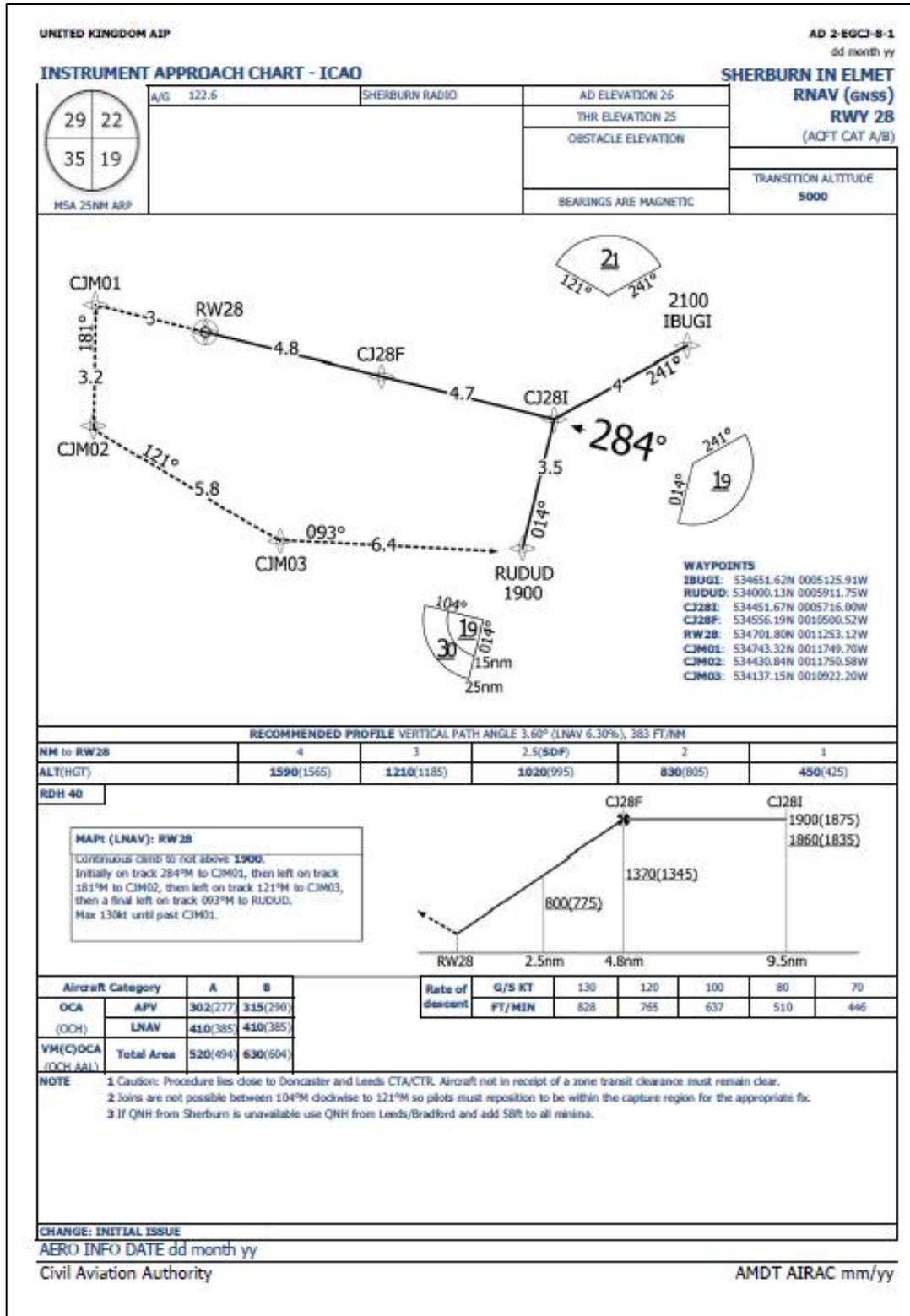
[insert name]  
Chairman

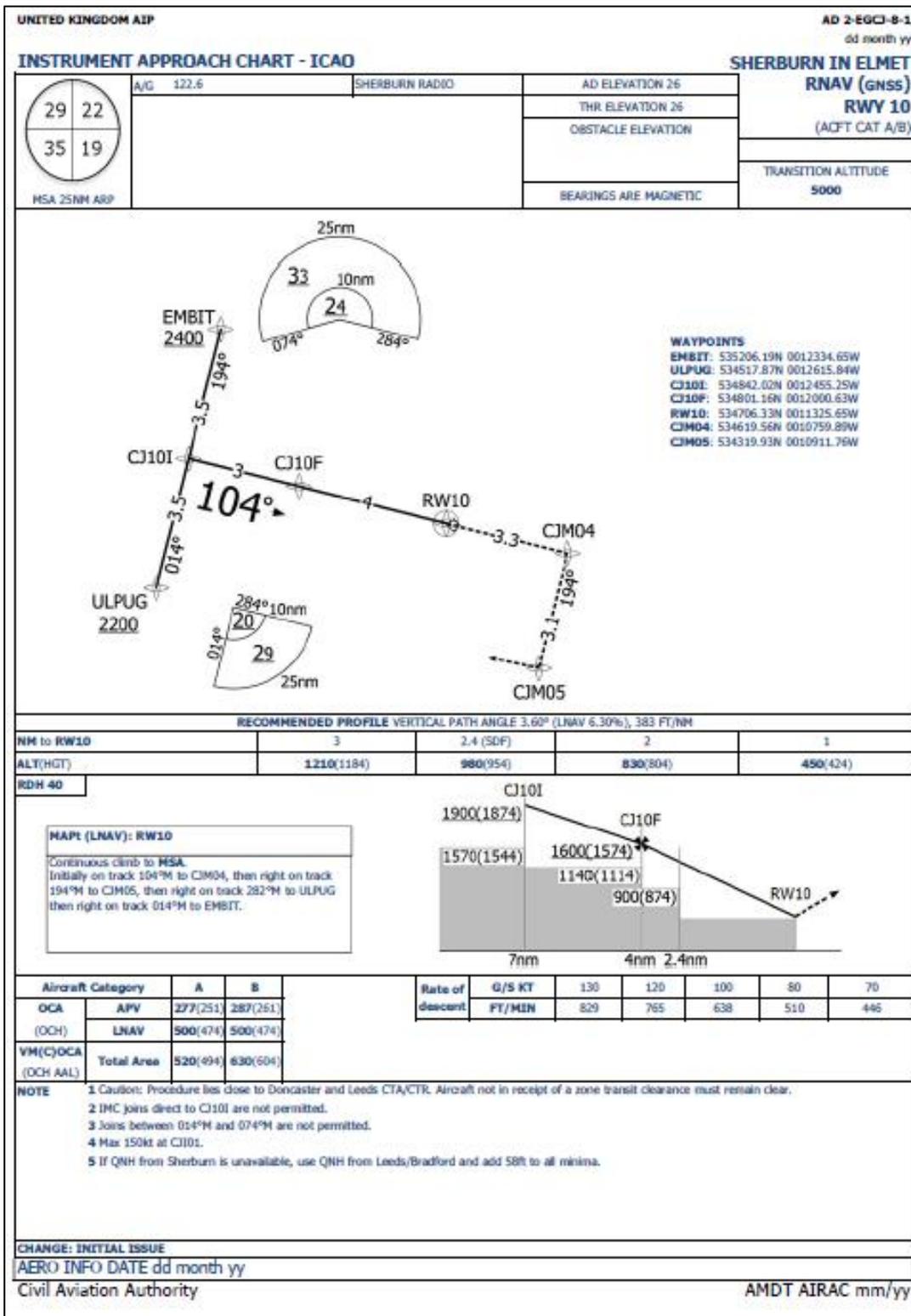
Date:

Date:

# 14 Appendix A – IAP details

## 14.1 Approach charts





### 14.2 VFR chart





## 3 Leeds East Airport

---

### 3.1 Overview

As with SAC, this LoA was originally drafted to accommodate Leeds East Airport requirements as they have already submitted a proposal to the CAA to implement new GNSS (RNAV) procedures. The modified LBA airspace design that will be included within the ACP submission accommodates the Leeds East requirements and any further access to LBA airspace will be agreed via an update to the LoA or will be agreed tactically via coordination.



# LETTER OF AGREEMENT

LEEDS EAST AIRPORT

&

LEEDS BRADFORD AIRPORT

Version 1.4

Arrangements for aircraft inbound to Leeds East Airport  
intending to make a GNSS Approach

UNCONTROLLED IF PRINTED

ISSUE DATE 13/12/2018

Document Reference Number – LEA LBA GNSS LOA 1

## Section 1 Revision Record

Issue No	Revised Date	Description
Draft 1.0	18 December 2017	Initial Draft
Draft 1.2	01 January 2018	Revised Draft
Draft 1.3	28 August 2018	Revised Draft
Draft 1.4	13 <sup>th</sup> December 2018	Revision and re-write following meeting with the CAA and LBA

## Section 2      Distribution List

<b>Organisation</b>	<b>Dept / Position / Location</b>	<b>Document Reference No:</b>
Leeds East Airport	Airport Manager	LEA LBA GNSS LOA 1
Leeds Bradford Airport	Manager Air Traffic Services	LEA LBA GNSS LOA 2
Doncaster Sheffield Airport	Senior Air Traffic Control Officer	LEA LBA GNSS LOA 3
Civil Aviation Authority	SARG RM ATS Safety Regulation	LEA LBA GNSS LOA 4
Leeds East Airport	ATC/AFISO/AGO Instructions	LEA LBA GNSS LOA 5
Scottish Control	ATM Procedures	LEA LBA GNSS LOA 6
Sherburn Aero Club	Chairman	LEA LBA GNSS LOA 7



## Section 4 Foreword

- 4.1 This document sets down procedures for the safe, orderly and efficient navigation by aircraft inbound for RNAV (GNSS) instrument approach procedures at Leeds East Airport, including procedures and responsibilities applicable to both Leeds East Airport and Leeds Bradford Airport air traffic services.
  
- 4.2 No changes may be made to this document without prior approval of either signatory.

## Section 5 Checklist of Pages

Page No	Date	Page No	Date	Page No	Date
Page 1	13/12/18	Page 11	13/12/18		
Page 2	13/12/18	Page 12	13/12/18		
Page 3	13/12/18	Page 13	13/12/18		
Page 4	13/12/18	Page 14	13/12/18		
Page 5	13/12/18	Page 15	13/12/18		
Page 6	13/12/18	Page 16	13/12/18		
Page 7	13/12/18	Page 17	13/12/18		
Page 8	13/12/18	Page 18	13/12/18		
Page 9	13/12/18				
Page 10	13/12/18				

## Section 6 Contents

Section 1	Document Control	3.2
Section 2	Distribution List	3.3
Section 3	Amendment Record	3.4
Section 4	Foreword	3.5
Section 5	Checklist of Pages	3.6
Section 6	Contents	3.7
Section 7	Procedure Introduction, Review and Amendments	3.8
Section 8	Purpose	3.9
Section 9	General Procedures and Responsibilities	3.10
Section 10	Runway 24	3.12
Section 11	Runway 06 (from outside of CAS)	3.13
Section 12	Arrivals from within Controlled Airspace	3.15
Section 13	Signatories	3.16
Section 14	Appendix 1 LEA AIP Entry GNSS 24 App Chart	3.17
Section 15	Appendix 2 LEA AIP Entry GNSS 06 App Chart	3.18

## Section 7 Procedure Introduction, Review and Amendments

- 7.1 This letter of agreement (LOA) is effective from 6<sup>th</sup> January 2019 until cancelled.
- 7.2 The LOA will be reviewed 3 months, 6 months and then 12 months after coming into force. Thereafter it will be reviewed at least annually by both parties (Leeds East Airport and Leeds Bradford Airport). It may also be reviewed at any time if so requested by either signatory.
- 7.3 Both parties agree to share information relevant to the safety and operational efficiency of the Instrument Approach Procedure, including instances of difficulties encountered in discharging the responsibilities and procedures set out in this Letter of Agreement. Any failures to follow the procedures described in this Letter of Agreement (by aircraft commanders or the service providers concerned) may also be discussed between both signatories or their representatives.
- 7.4 Either party may cancel this Letter of Agreement without notice if they have good reason to believe the other is failing to fulfil the terms within this document. This must be followed up in writing and delivered by registered post.
- 7.5 Any amendments to this Letter of Agreement or the arrangements contained therein will be effective only with the written consent of the signatories to this Letter of Agreement, their successors, or their representatives.

## Section 8 Purpose

- 8.1 The purpose of this Letter of Agreement is to define and document procedures which will permit aircraft intending to execute an Instrument Approach Procedure at Leeds East Airport to safely navigate the local airspace environment.
- 8.2 This is in support and in accordance with the approval granted by the Civil Aviation Authority under CAP1122 for an Instrument Approach Procedure to be established without the provision of an Approach Control Service.
- 8.3 It contains responsibilities for Leeds East Airport AGSU/AFIS, Leeds Bradford ATC and the aircraft commanders executing the Instrument Approach Procedure. It is the responsibility of Leeds East Airport to ensure aircraft commanders are familiar with such responsibilities.
- 8.4 Further information for aircraft commanders is available in the Leeds East Airport AIP entry (EGCM). A detailed guide to Instrument Approach Procedures and related operations at Leeds East Airport will be available to pilots on request and via the Leeds East Airport website ([www.leedseastairport.co.uk](http://www.leedseastairport.co.uk)). It is required reading for any aircraft commanders wishing to obtain PPR to fly the IAP.

## Section 9 General Procedures and Responsibilities

- 9.1 Leeds East Airport is responsible for arranging Letters of Agreement with other neighbouring aviation stakeholders and gaining successful approval from the Civil Aviation Authority to utilise GNSS approach procedures to Runways 24 and 06.
- 9.2 Leeds East Airport is responsible for ensuring that only authorised pilots are permitted to fly the GNSS approaches into Leeds East Airport. Appropriate briefing material will be provided via the AIP entry for EGCM and a locally produced aircrew information guide to be made available on the Leeds East Airport website.
- 9.3 The RNAV IAP's at Leeds East are established in Class G airspace. There is no approach control service provided for arrivals at Leeds East.
- 9.4 Notwithstanding the lack of approach control, this LOA provides procedures that that will reduce the risk of conflict between traffic using the IAP at Leeds East. This is subject to the workload of the ATSUs involved.
- 9.5 The Leeds East IAP is strictly PPR. Leeds East will manage the flow of IAP traffic and reduce the likelihood of multiple aircraft arriving in the area at similar times. This will be achieved by having hour-long slot periods that are assigned to aircraft when they arrange PPR. This process is managed in conjunction with Sherburn Aero Club and is subject to a separate Letter of Agreement. The process should ensure that there is no more than one aircraft per hour making a GNSS IAP to either airport.
- 9.6 When an aircraft obtains PPR, they will nominate an estimated time of arrival (ETA) at the relevant initial approach fix (IAF). The time slot consists of an arrival time tolerance of  $-/+$  15 minutes around the ETA at the IAF. Following the expiry of this period (ie 15 minutes after the planned ETA), there is a further 15-minute period during which for the approach may be completed. By the end of this period (30 mins after the EAT at the IAF), the aircraft should have either landed, diverted or change to a VFR approach.
- 9.7 There shall not be an allocation of a subsequent arrival until half an hour after the expiry of further 15-minute period described in 10.1 (i.e. 1 hour after the ETA at the IAF). This is to ensure a minimum buffer of 15 minutes between the last time one aircraft should still be on the IAP and the earliest time the next arriving aircraft should be at the IAF. The overall rate of aircraft planned to use an IAP at either Leeds East Airport or Sherburn is therefore no more than one per hour.
- 9.8 Pilots that anticipate being more than 15 minutes late at the IAF may request Leeds East co-ordination to establish whether there is a subsequent arrival slot available. If there is

no further slot available, the aircraft must either divert or convert to VFR if conditions allow.

#### Example

Agreed ETA at IAF	Earliest time at IAF	Latest time at IAF	Clear of Procedure	No IAP movements
12:00	11:45	12:15	12:30	12:30 - 12:45

Figure 1

- 9.10 As part of the PPR process, pilots will be briefed by Leeds East Airport on the specific local arrangements and limitations of the approach, including interaction with Leeds Bradford ATC and Doncaster Sheffield ATC.
- 9.11 Pilots are responsible for determining which approach direction is most appropriate, given the prevailing conditions and traffic situation at Leeds East Airport.
- 9.12 Aircraft that elect to continue under VFR after contacting Leeds Bradford Airport ATC shall advise this to 'Leeds Radar' and squawk either 7000 or as directed.
- 9.13 Regardless of whether flying under IFR or VFR, pilots remain responsible for maintaining an effective look-out when in VMC, de-conflicting with other aircraft and maintaining separation from terrain.
- 9.14 Aircraft must not enter any controlled airspace unless specifically cleared to do so.
- 9.15 Leeds East Airport Air Ground Operator will update Leeds Bradford ATC of the duty runway and known IFR movements at Leeds East on opening each day and update them of any changes as appropriate.
- 9.16 Leeds East Airport will include the requirement to include EGNMZPZX as an addressee on all flight plans that have Leeds East as either a destination or departure aerodrome in their AIP entry.

## Section 10 Runway 24

- 10.1 Aircraft approaching Leeds East Airport from the East and South intending to make a GNSS approach to RWY24 are unlikely to require any service from Leeds Bradford Airport ATS and are recommended to contact Doncaster Radar prior to the approach.
- 10.2 Any aircraft approaching Leeds East from the North or West for Runway 24 shall call 'Leeds Radar' within 20 NM of the joining IAF, state their intention to execute the IAP at Leeds East and request an air traffic service (it will be recommended by Leeds East for pilots to obtain a radar service) and/or transit of controlled airspace (if desired). In the event of a service not being available, pilots shall continue to monitor 'Leeds Radar' and continue to squawk at least Mode C. If not able to provide a radar service, 'Leeds Radar' shall provide a Basic Service and aircraft operating in the vicinity are encouraged to listen out on the Leeds Radar frequency. It is the responsibility of pilots to act on the information provided in accordance with the Leeds East IAP procedures they will have been briefed on.
- 10.3 The standard Missed Approach procedure for RWY24, if flown correctly, will ensure that the affected aircraft will remain clear of controlled airspace. Once safely established in the climb the pilot is to contact Leeds Radar before reaching CMM01. The aircraft is to continue squawking the last assigned code until advised. The phraseology to be used on contact with Leeds Radar on executing a missed approach is "Leeds Radar *aircraft callsign* missed approach Runway 24 Leeds East climbing altitude 3,000 feet"
- 10.4 If the aircraft has initiated a Missed Approach due to a control restriction or enforced asymmetric conditions, and it is possible that controlled airspace may be unavoidably entered, Leeds Bradford ATS are to be contacted at the earliest opportunity via RTF and also by the Leeds East Airport AGSO via landline.
- 10.5 The aircraft can expect routing in accordance with the GNSS IAP via the Intermediate Fix at CM24I and continue to the Final Approach Fix at CM24F. At the FAF the service will be terminated by Leeds Bradford and effective transfer of all communication will then take place to the Leeds East Airport AGSO.
- 10.6 10 Nautical Miles before the applicable IAF pilots shall call 'Fenton Radio' to establish the state of the IAP at Leeds East. This call may be completed via landline by Leeds Radar if workload permits. This call will allow the AGCSO at Leeds East to advise VFR traffic in the ATZ of the inbound IFR traffic and allow them sufficient time to comply with the instructions of the aerodrome operator.

## Section 11 Runway 06 (from outside CAS)

- 11.1 Aircraft approaching for Runway 06 shall call 'Leeds Radar' within 20 NM of the joining IAF, state their intention to execute the IAP at Leeds East and request an air traffic service (it will be recommended by Leeds East for pilots to obtain a radar service).
- 11.2 'Leeds Radar' will endeavour to provide the service requested, although this is subject to ATC capacity.
- 11.3 In the event of a service not being available, pilots shall continue to monitor Leeds Radar and continue to squawk at least Mode C. If not able to provide a radar service, Leeds Radar shall provide a Basic Service and aircraft operating in the vicinity are encouraged to listen out on the Leeds Radar frequency. It is the responsibility of pilots to act on the information provided in accordance with the Leeds East IAP procedures they will have been briefed on.
- 11.4 The aircraft can expect routing in accordance with the GNSS IAP via the Intermediate Fix at CM06I and continue to the Final Approach Fix at CM06F. At the FAF the service will be terminated by Leeds Bradford and effective transfer of all communication will then take place to the Leeds East Airport AGSO.
- 11.5 10 Nautical Miles before the applicable IAF pilots shall call 'Fenton Radio' to establish the state of the IAP at Leeds East. This call may be completed via landline by Leeds Radar if workload permits. This call will allow the AGCSO at Leeds East to advise VFR traffic in the ATZ of the inbound IFR traffic and allow them to comply with the instructions of the aerodrome operator.
- 11.6 In the event of a missed approach, pilots should re-establish contact with 'Leeds Radar' as appropriate.
- 11.7 In some circumstances, aircraft may wish to transit from the area to the East of Leeds East and execute the approach to Runway 06. In this instance aircraft shall call 'Doncaster Radar' for an air traffic service and/or transit of controlled airspace (if desired), before continuing with 'Leeds Radar' for Runway 06, once outside of controlled airspace and within 15-20 NM of the joining IAF. It shall be the responsibility of the pilots to contact 'Leeds Radar' at the appropriate point, although 'Doncaster Radar' may co-ordinate a 'hand over' if ATC capacity allows.
- 11.8 Aircraft commanders should be aware that the GNSS procedure for RWY06 at Leeds East Airport conflicts with the final approach path for Leeds Bradford's RWY32 and climb out for RWY14. Therefore, the chances of getting a direct route to the Intermediate Fix at CM06I are lessened during periods of peak activity. Analysis suggests that this peak

period exists between the times of 1200-1800 Local. Aircraft commanders should plan to join the procedure at BATLI unless otherwise cleared by Leeds Radar.

## Section 12 Arrivals from within Controlled Airspace

- 12.1 Aircraft are responsible for communicating and agreeing the desired routing to Sherburn with 'Scottish Control'. Once release from controlled airspace, aircraft are responsible for navigating to the joining IAF and liaising with Doncaster and/or Leeds ATC as appropriate. They must not re-enter controlled airspace unless specifically cleared to.
- 12.2 It may be possible to negotiate a hand over from 'Scottish Control' to either 'Doncaster Radar' or 'Leeds Radar', however this is the pilot's responsibility to arrange
- 12.3 Aircraft positioning for BATLI or CM06I for Runway 06 may expect a reroute due to the proximity of Leeds Bradford's approach and climbout associated with RWY32 and RWY14. Although Leeds Bradford will endeavour to provide such traffic with a direct route if possible, it may be the case that the aircraft may have to exit CAS to the East of Leeds Bradford and route to BATLI or a non-direct routing to CM06I (if available).

## Section 13 Signatories

Signed on behalf of  
**Leeds East Airport**

Peter M Hopkins  
Airfield Manager

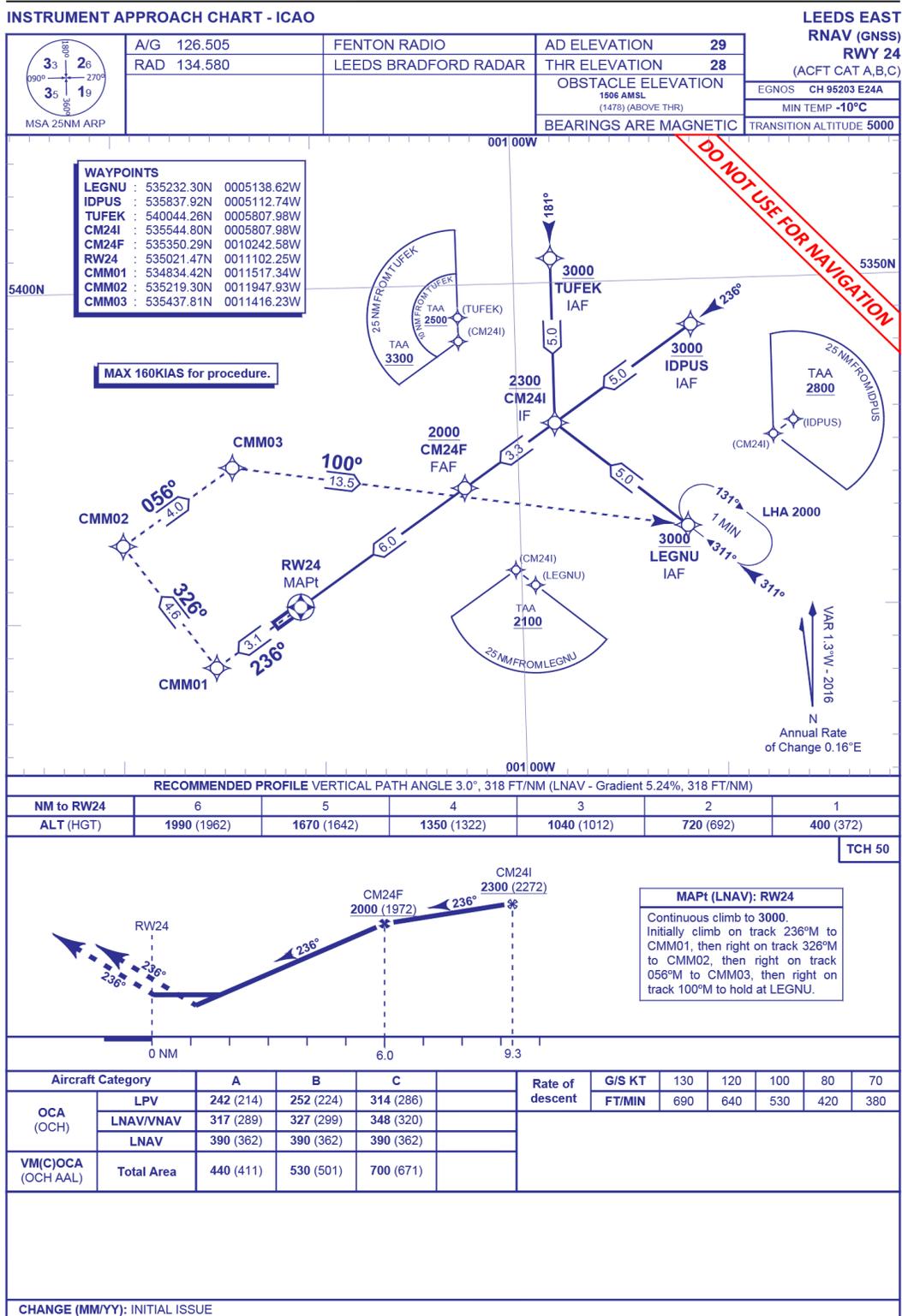
Date:

Signed on behalf of  
**Leeds Bradford Airport**

Jim Wylie  
Manager Air Traffic Services

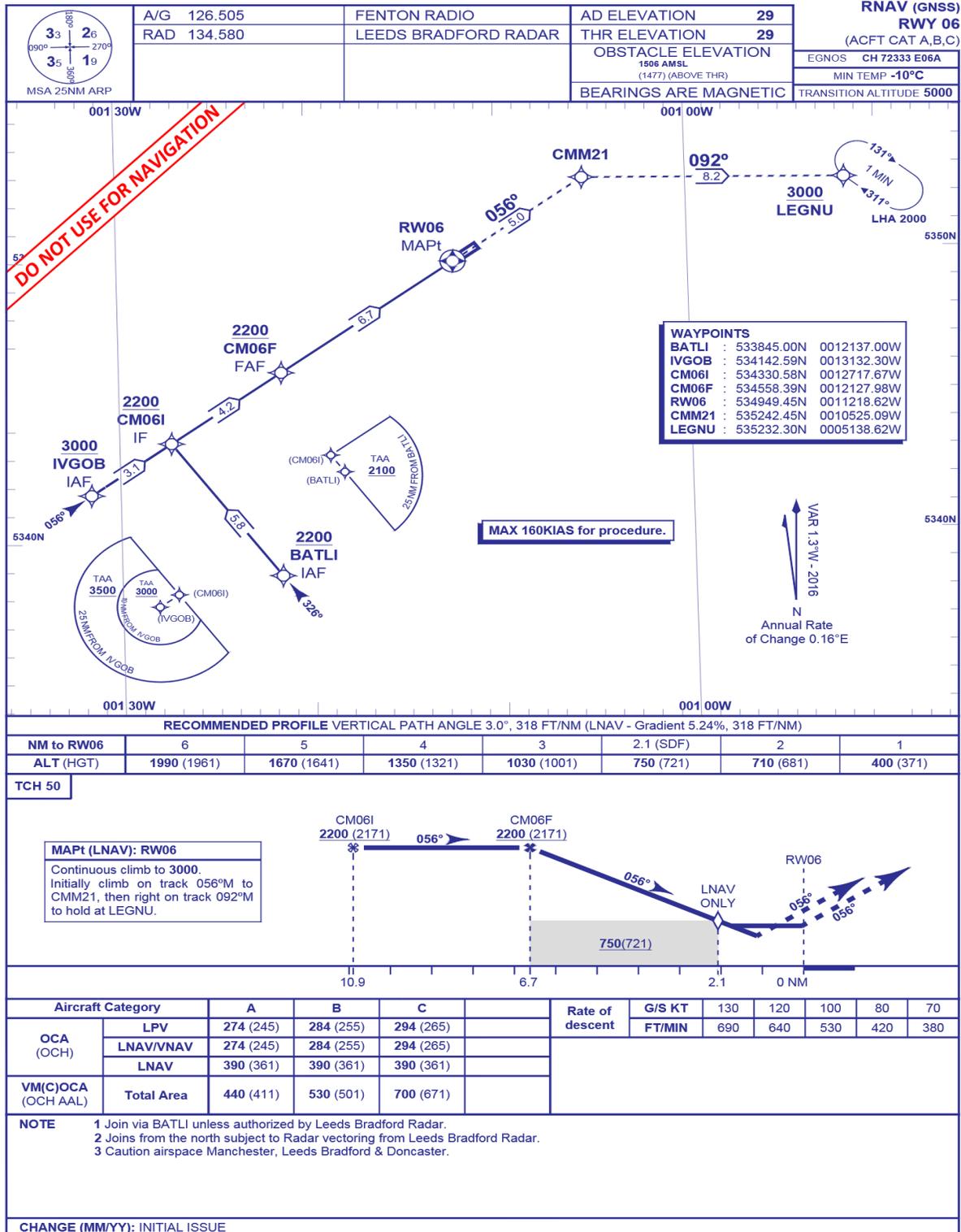
Date:

Section 14 Appendix 1 LEA AIP Entry GNSS 24 App Chart



# Section 15 Appendix 7 LEA AIP Entry GNSS 06 App Chart

INSTRUMENT APPROACH CHART - ICAO



Civil Aviation Authority

AIRAC AMDT MM/YYYY



## 4 LBA and BGA - Grassington Box

---

**A Letter of Agreement Between:**

**Leeds Bradford Airport and British Gliding Association**

**Contents**

<b>Part</b>	<b>Subject</b>	<b>Page</b>
Introduction:	Title Page and Signatures	4.1
PART ONE:	Definitions of the Airspace	4.3
PART TWO:	Operating Procedures	4.5
PART THREE:	Airspace Charts	4.8

**Amendment List**

<b>Issue</b>	<b>Comments</b>	<b>Date</b>

**COPYRIGHT STATEMENT**

**This document and the information contained therein is the property of Leeds Bradford Airport. It must not be reproduced in whole or in part or otherwise disclosed without the prior written consent of the Airport Director.**

## **A Letter of Agreement Between:**

### **Leeds Bradford Airport and British Gliding Association**

#### **1. Introduction**

- 1.1 The purpose of this Agreement is to define permitted areas of operation for aircraft flying under the auspices of British Gliding Association (BGA) and/or BHPA within Leeds Controlled Airspace.

#### **2. Procedures**

- 2.1 The responsibilities and procedures to be employed by Leeds Radar, the BGA and the pilots of aircraft operating in accordance with the LoA are detailed in this Agreement as follows:-
- a) PART ONE: Definitions of the Airspace
  - b) PART TWO: Operating procedures
  - c) PART THREE: Airspace Maps

#### **3. Application and Review of the Letter of Agreement**

- 3.1 Permanent amendment to this Letter of Agreement is to be affected only with the written consent of the signatories or their successors.
- 3.2 This Letter of Agreement becomes effective at 0001 on **xxx**.
- 3.3 This LoA shall be reviewed during **xxx** and at thereafter annually from the date of signing. The method of review shall be acceptable to all parties.
- 3.4 This LoA shall be resigned in **xxx** and every 5 years thereafter.

#### 4. Parties to the Agreement

4.1 It is hereby declared that the parties to the said Agreement are Leeds Bradford Airport, British Gliding Association, and British Hang Gliding and Paragliding Association.

---

XXXXX  
Head of Air Traffic Services  
Leeds Bradford Airport

Dated:

---

XXXXX  
BGA Airspace Committee  
Dated:

---

XXXXX  
BHPA  
Dated:

## **PART ONE**

### **Definition of the Grassington Box**

#### **1. Lateral Limits**

1.1 Within this Letter of Agreement (LoA) the lateral limits of the airspace (hereafter referred to as the Grassington Box) to be ceded to the BGA and/or BHPA for competition and club cross country flying days by aircraft complying with this LoA are defined as follows:

- a) Leeds CTA-2, CTA-3, CTA-7, CTA-8 North of a line extending East from the eastern corner of CTA-3, as shown on the current ICAO 1:500000 aeronautical chart.

This definition shall only be used by for glider pilots navigating with visual reference to the surface with the assistance of an electronic moving map derived from GPS position and current digital database which displays appropriate airspace.

- b) The western, northern and eastern boundaries of Leeds CTA-7 and CTA-8, and the following geographical features to the south:

- Barnoldswick to Thorlby, remaining north of the A56 and A59
- Thorlby to Pateley Bridge, remaining north of Embsay Reservoir, Lower Barden Reservoir, Barden Bridge and Coldstones Quarry.
- Pateley Bridge to the eastern boundary of CTA-8, no further south than Pateley Bridge.

This definition shall be used by glider pilots navigating without the benefit of an electronic moving map.

1.2 Pilots must remain north of the southern boundary of the Grassington Box at all times when operating in Leeds CAS under the terms of this LoA.

#### **2. Vertical Limits**

2.1 Within this LoA the vertical limits of the Grassington Box are defined as follows:

- a) Lower limit: The defined base of those portions of CAS defined in paragraph 1.1
- b) Upper limit: 4500ft Leeds QNH

### **3. Times of Activation**

- 3.1 The Grassington Box may only be activated between 1000 local and 1900 local or official night (whichever is earlier). When activating the Box the authorised official should state the start and finish times for the activation. The Grassington Box should only be activated when groups of gliders will be transiting the Box.

DRAFT

## PART TWO

### BGA, BHPA and Leeds Radar Procedures

#### 1. Grassington Box Notification and Activation

1.1 The Grassington Box may only be activated by one of the following authorised persons:

- a) A Director of a regional or national gliding competition;
- b) The Duty Instructor or authorised deputy of one of the following clubs:
  - <List of Authorised Clubs TBA>
- c) Leeds Air Traffic Control (see paragraph 5)

1.2 The authorised official shall notify Leeds Radar on the telephone (0113 391 3282) no earlier than 2 hours prior to the ETA of the first aircraft at the boundary of the Grassington Box.

1.3 The Leeds Radar Controller shall authorise activation of the Grassington Box except in the following circumstances:

- a) During the months of April through October during times when Leeds Runway 14 is in use, or is reasonably expected to be in use with regard to the current TAF.
- b) When the minimum equipment requirement in paragraph 7 cannot be met or maintenance is planned that will preclude compliance.

1.4 The Leeds Radar Controller shall note the details of the caller, the activation and deactivation times, and confirm the current Leeds QNH.

1.5 Prior to the activation time and subject to paragraph 1.3, the Leeds Radar Controller will activate the Grassington Box, by making a note in the ATC log and ensuring that:

- a) Arriving and departing IFR flights are vectored clear of the affected airspace and that IFR/VFR transit flights are issued appropriate traffic information on the glider operations.
- b) The appropriate message is appended to the Automatic Terminal Information Service (ATIS).

1.6 Aircraft operated under the auspices of the one of the clubs listed in paragraph 1.1b may then transit the Grassington Box up to 4500ft Leeds QNH in accordance with this agreement.

- 1.7 Leeds Radar and the nominated clubs and competition directors shall maintain a log containing details of each occasion the Grassington Box is activated. This shall form an official record of compliance with this agreement.

## **2. Activity Status Display**

- 2.1 The activity status of the Grassington Box shall be clearly displayed at the Leeds Radar consoles.

## **3. Flight Rules**

- 3.1 Aircraft operating within the Grassington Box are to operate in accordance with VFR at all times.

## **4. Radio Equipped Aircraft**

- 4.1 Radio equipped aircraft whose pilots are appropriately briefed on the details of this agreement may transit the Grassington Box up to 4500ft Leeds QNH, whenever it is notified as active.
- 4.2 Pilots of radio equipped aircraft shall not request activation of the Grassington Box via radio.
- 4.3 If the Grassington Box is inactive, radio-equipped aircraft must contact Leeds Radar and request a crossing clearance. Leeds Radar shall, subject to the minimum delay necessary to ensure separation from other flights, authorise VFR crossings of the Grassington Box below 4500ft Leeds QNH.
- 4.4 Leeds ATC shall, subject to normal ATC constraints, authorise VFR crossings of Leeds controlled airspace above 4500ft Leeds QNH by radio equipped gliders whenever possible.
- 4.5 Nothing in this letter of agreement shall preclude individual glider pilots from requesting a Class D airspace crossing as per normal practice on a tactical basis through any part of the Leeds CTAs/CTR.

## **5. Activation by Leeds ATC**

- 5.1 Leeds ATC may activate the Grassington Box at any time if the number of R/T calls from cross-country gliders is deemed by the Radar controller to be detrimental to the efficient operation of the unit.

## **6. Separation and Traffic Information**

6.1 Once the Grassington Box is active, Leeds Radar shall ensure that:

- a) IFR traffic inbound or outbound from Leeds remains outside the lateral limits or at least 500ft above the Box.
- b) IFR traffic operating inside controlled airspace within 5nm of the Box is passed traffic information on the gliding activity. (This may be by AIP entry and ATIS message).
- c) IFR traffic operating less than 1000ft above the Box is passed traffic information on the gliding activity.
- d) IFR/VFR traffic transiting the glider Box is passed traffic information on the gliding activity.

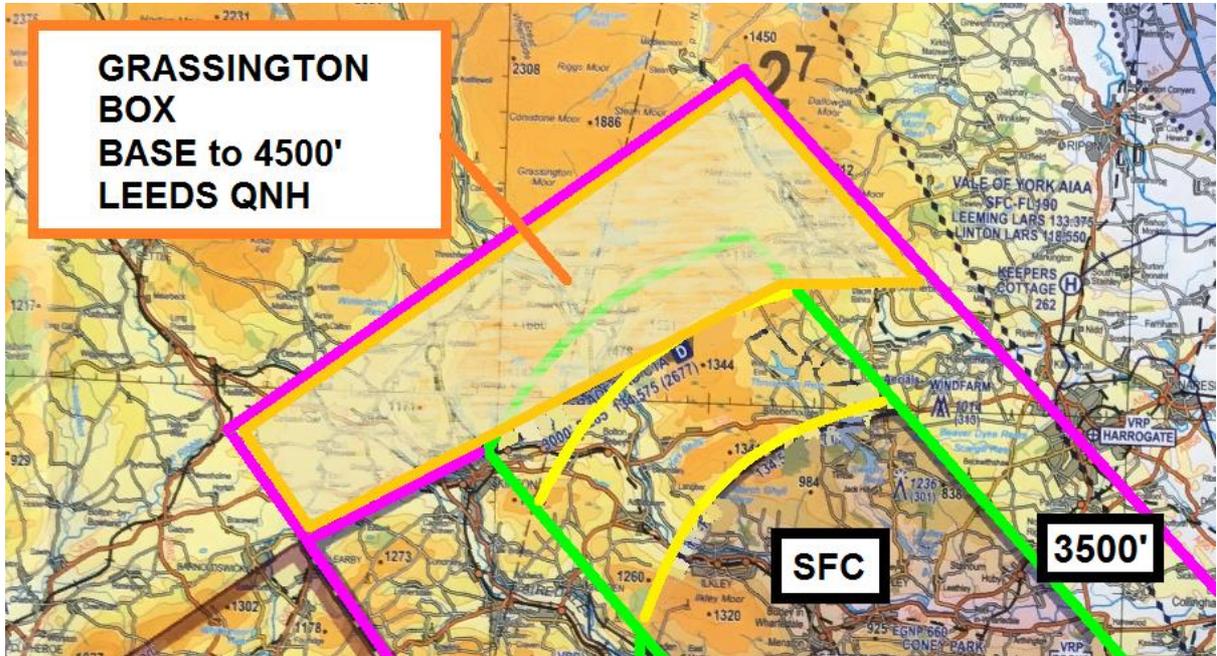
6.2 The BGA and BHPA shall ensure that all glider pilots operating within the Grassington Box are aware that other IFR/VFR flights will continue to transit the airspace following activation.

## **7. Minimum Equipment Requirements**

7.1 For the Grassington Box to be activated, Leeds Radar must be capable of providing a radar service using either primary or secondary radar or a combination of both.

**PART THREE**

**AIRSPACE CHART**





## 5 Upton Corridor Extension

---

### A Letter of Agreement Between:

**Robin Hood Airport Doncaster Sheffield, Leeds Bradford Airport, British Gliding Association and BHPA**

### Contents

Part	Subject	Page
Introduction:	Title Page and Signatures	5.1
PART ONE:	Definitions of the Airspace	5.3
PART TWO:	Operating Procedures	5.5
PART THREE:	Airspace Charts	5.8

### Amendment List

Issue	Comments	Date

### COPYRIGHT STATEMENT

This document and the information contained therein is the property of Robin Hood Airport Doncaster Sheffield. It must not be reproduced in whole or in part or otherwise disclosed without the prior written consent of the Airport Director.

## A Letter of Agreement Between:

### Robin Hood Airport Doncaster Sheffield, Leeds Bradford Airport and British Gliding Association

#### 1. Introduction

- 1.1 The purpose of this Agreement is to define permitted areas of operation for gliders flying under the auspices of British Gliding Association (BGA) within Doncaster and Leeds Controlled Airspace.

#### 2. Procedures

- 2.1 The responsibilities and procedures to be employed by Doncaster Radar, Leeds Radar, the BGA and the pilots of aircraft operating in accordance with the LoA are detailed in this Agreement as follows:-

- a) PART ONE: Definitions of the Airspace
- b) PART TWO: Operating procedures
- c) PART THREE: Airspace Maps

#### 3. Application and Review of the Letter of Agreement

- 3.1 Permanent amendment to this Letter of Agreement is to be affected only with the written consent of the signatories or their successors.
- 3.2 This Letter of Agreement becomes effective at 0001 on xxx.
- 3.3 This LoA shall be reviewed during xxx and at thereafter annually from the date of signing. The method of review shall be acceptable to all parties.
- 3.4 This LoA shall be resigned in xxx and every 5 years thereafter.

#### 4. Parties to the Agreement

- 4.1 It is hereby declared that the parties to the said Agreement are Air Traffic Services (ATS) at Robin Hood Airport Doncaster Sheffield, **Air Traffic Services (ATS) at Leeds Bradford Airport** and British Gliding Association.

---

XXXXX  
Manager ATS  
Robin Hood Airport Doncaster Sheffield

Dated:

---

XXXXX  
Head of Air Traffic Services  
Leeds Bradford Airport

Dated:

---

XXXXX  
BGA Airspace Committee  
Dated:

## PART ONE

### Definition of the UPTON Corridor

#### 1. Lateral Limits

1.1 Within this Letter of Agreement (LoA) the lateral limits of the airspace (hereafter referred to as the UPTON Corridor) to be ceded to the BGA for competition and club cross country flying days by gliders complying with this LoA are defined as follows:

- a) The boundaries of Doncaster CTA-8/Leeds CTA-12, Doncaster CTA-9, Leeds CTA-13/CTA-14 south of a line running from the south-western corner of CTA-14 to the north-eastern corner of CTA-13, and Leeds CTA-9/CTA-10 east of a line extending the western boundary of Doncaster CTA-8/Leeds CTA-12 northwards to the point where it intersects with the eastern boundary of Leeds CTA-9 as shown on the current ICAO 1:500000 aeronautical chart.

This definition shall only be used by for glider pilots navigating with visual reference to the surface with the assistance of an electronic moving map derived from GPS position and current digital database which displays appropriate airspace.

- b) Leeds CTA-13/CTA-14 south of a line running from the south-western corner of CTA-14 to the north-eastern corner of CTA-13

The northern and western boundaries of Doncaster CTA-8/Leeds CTA-12, northern, western and southern boundaries of Doncaster CTA-9 and the following geographical features to the east:

- The B6376 Maltby to Warmworth;
- Warmworth to Bentley remaining west of the built up area of Doncaster town;
- The East Coast Main Railway line Bentley to Great Heck;

The northern and southern boundaries of Leeds CTA-9/CTA-10 and the following geographic features to the west:

- The A162 to the south and north of Ferrybridge.

This definition shall be used by glider pilots navigating without the benefit of an electronic moving map.

1.2 Glider pilots must remain **within the boundaries** of the UPTON Corridor at all times when operating in Doncaster **and/or Leeds CAS** under the terms of this LoA.

## 2. Vertical Limits

2.1 Within this LoA the vertical limits of the UPTON Corridor are defined as follows:

- a) Lower limit: **The defined base of those portions of CAS defined in Paragraph 1. Lateral Limits**
- b) Upper limit: 4500ft Doncaster QNH

## 3. Times of Activation

3.1 The UPTON Corridor may only be activated between 1000 local and 1900 local or official night (whichever is earlier). When activating the Corridor the authorised official should state the start and finish times for the activation. The UPTON Corridor should only be activated when groups of gliders will be transiting the corridor.

## PART TWO

### BGA and Doncaster/Leeds Radar Procedures

#### 1. UPTON Corridor Notification and Activation

1.1 The UPTON Corridor may only be activated by one of the following authorised persons:

- a) A Director of a regional or national gliding competition;
- b) The Duty Instructor or authorised deputy of one of the following gliding clubs:
  - Darlton Gliding Club
  - Burn Gliding Club
  - Camphill Gliding Club
  - Trent Valley Gliding Club (Kirton-in-Lindsey)
  - York Gliding Club (Rufforth)
  - Wolds Gliding Club (Pocklington)
  - Yorkshire Gliding Club (Sutton Bank)
  - Carlton Moor Gliding Club
- c) Doncaster or **Leeds** Air Traffic Control (see paragraph 5)

1.2 The authorised official shall notify Doncaster Radar on the telephone (0151 485 7256) no earlier than 2 hours prior to the ETA of the first glider at the boundary of the UPTON Corridor.

1.3 **The Doncaster Radar Controller shall contact the Leeds Radar Controller to co-ordinate the activation prior to authorising activation of the UPTON Corridor.**

1.4 The Doncaster Radar Controller shall authorise activation of the UPTON Corridor except in the following circumstances:

- a) When the minimum equipment requirement in paragraph 7 cannot be met or maintenance is planned that will preclude compliance **by either radar unit.**

1.5 The Doncaster Radar Controller shall note the details of the caller, the activation times and confirm the current Doncaster QNH.

- 1.6 Prior to the activation time and subject to paragraph 1.4, the Doncaster Radar Controller will activate the UPTON Corridor, by **contacting the Leeds Radar Controller to confirm the activation.**

**Both units shall then ensure that:**

- a) IFR flights are vectored clear of the affected airspace and that IFR/VFR transit flights are issued appropriate traffic information on the glider operations.
  - b) The appropriate message is appended to the Automatic Terminal Information Service (ATIS) **at both units.**
- 1.7 Gliders operated under the auspices of the one of the clubs listed in paragraph 1.1b may then transit the UPTON Corridor up to 4500ft Doncaster QNH in accordance with this agreement.
- 1.8 Doncaster Radar, **Leeds Radar**, the nominated clubs and competition directors shall maintain a log containing details of each occasion the UPTON Corridor is activated. This shall form an official record of compliance with agreement.

## **2. Activity Status Display**

- 2.1 The activity status of the UPTON Corridor shall be clearly displayed at all appropriate radar consoles **at both units.**

## **3. Glider Flight Rules**

- 3.1 Gliders operating within the UPTON Corridor are to operate in accordance with VFR at all times.

## **4. Radio Equipped Gliders**

- 4.1 Radio equipped gliders whose pilots are appropriately briefed on the details of this agreement may transit the UPTON Corridor up to 4500ft Doncaster QNH, whenever it is notified as active.
- 4.2 Pilots of radio equipped gliders shall not request activation of the UPTON Corridor.
- 4.3 If the UPTON Corridor is inactive, radio-equipped gliders must contact **Leeds Radar if southbound or Doncaster Radar if northbound**, and request a crossing clearance. **The appropriate ATC unit shall co-ordinate with the other unit and shall**, subject to the minimum delay necessary to ensure separation from other flights, authorise VFR crossings of the UPTON Corridor below 4500ft Doncaster QNH.

- 4.4 **Leeds and** Doncaster ATC shall, subject to normal ATC constraints, authorise VFR crossings **of the relevant CTAs** above 4500ft Doncaster QNH by radio equipped gliders whenever possible.
- 4.5 Nothing in this letter of agreement shall preclude individual glider pilots from requesting a Class D airspace crossing as per normal practice on a tactical basis through any part of the Doncaster **or Leeds** CTA/CTR.

## 5. **Activation by Doncaster **or Leeds** ATC**

- 5.1 Doncaster **or Leeds** ATC may activate the UPTON Corridor at any time if the number of R/T calls from cross-country gliders is deemed by the Radar controller to be detrimental to the efficient operation of the unit.

## 6. **Separation and Traffic Information**

- 6.1 Once the UPTON Corridor is active, **each Radar unit** shall ensure that:
- a) IFR traffic inbound or outbound from RHADS **or Leeds** remains outside the lateral limits or at least 500ft above the Corridor.
  - b) IFR traffic operating within 5nm of the Corridor is passed traffic information on the gliding activity. (This may be by AIP entry and ATIS message).
  - c) IFR traffic operating less than 1000ft above the Corridor is passed traffic information on the gliding activity.
  - d) IFR/VFR traffic transiting the glider Corridor is passed traffic information on the gliding activity.
- 6.2 The BGA shall ensure that all glider pilots operating within the UPTON Corridor are aware that other IFR/VFR flights will continue to transit the airspace following activation.

## 7. **Minimum Equipment Requirements**

- 7.1 For the UPTON Corridor to be activated, **each Radar unit** must be capable of providing a radar service using either primary or secondary radar or a combination of both.

**PART THREE**

**AIRSPACE CHART**

