

## **FAA and EERA Mobile Airport Traffic Control Tower – (TEMP TOWER)**

**There are two methods to obtain a Mobile Airport Traffic Control Tower:**

1. Utilizing the Reimbursable Agreement 181A1132543024\_AJT-OM-WSA-18-NM-001890
2. Utilizing an EERA

### **Utilizing Reimbursable Agreement 181A1132543024\_AJT-OM-WSA-18-NM-001890**

If utilizing the WSA Reimbursable Agreement, then the point of contact with the FAA is the ROC (Regional Operations Center) at (206) 231-2089 and ask for the Temporary Tower Coordinator. A lead time of 48 hours is desirable when ordering. Refer to the National Mobilization Guide, Chapter 50, for additional information. If you have any questions, please contact Kim Owczarzak (National Airspace Coordinator) for additional information.

### **THE FOLLOWING STEPS ILLUSTRATE THE PROPER METHOD OF DEALING WITH A TEMP TOWER UTILIZING THE WSA REIMBURSABLE AGREEMENT.**

**Note: The Local FAO and Dispatch Center will work together on the details. Please ensure that the Airport Manager has provided approval for the use of the Temporary Tower for their airport. The FAO/UOA/AOBD should work with the Airport Manager to obtain approval.**

**Step 1** – The Local Dispatch Center will create an order in IROC for “Service – Temporary Tower”. The Local Dispatch Center will then fill out the Temporary Tower Request Form located at: [IASC | NWCG](#) and email the Temp Tower Request form to your Geographic Area Coordination center.

**Step 2** – The Aircraft Desk or Assigned Airspace Coordinator (ASCO) will contact the Regional Operations Center (206) 231-2089 and ask for the Temporary Tower Coordinator. Discuss the following information: **Needed Date/Time, Delivery Location, Staffing hours, How many aircraft? IROC Order, and the Temp Tower Request Form.**

**Step 3** – The Temp Tower may take a few days to get into place, but once it does the Geographic Area will fill the request in IROC using “Fill with Agreement”.

**Step 4** – Please let the National Airspace Coordinator, Kim Owczarzak, know that a Temp Tower has been ordered at: [Kimberley.Owczarzak@usda.gov](mailto:Kimberley.Owczarzak@usda.gov) or 208-296-9818

**Note:** Considering ordering (Local Unit) NFES 4300 which has SOME material that could be used as an FAA portable tower. This kit is a portable battery operated VHF-AM aircraft base station consisting of a 760 Channel AM radio. If this kit is to be used as an FAA Temporary Tower, the resource order **MUST** be placed by the incident COML.

Please discuss with the ROC if they will need the incident to order support equipment such as: Binoculars, Traffic Counter, Wind and Altimeter Instruments, Temperature Instrument, Light Gun and Wind Sock.

**The FAA will perform the following activities:**

1. Provide air traffic control services to support the Wildland Fire Agencies' management efforts. Services are subject to the availability of qualified FAA personnel needed at the time of requested service.
2. Provide an FAA Mobile Airport Traffic Control Tower (MATCT) and/or other necessary equipment in support of the requested services. FAA personnel will transport, assemble, disassemble, and maintain the FAA MATCT. FAA equipment is subject to availability at the time of requested service.
3. Provide adequate staffing of certified air traffic control and airway transportation system specialists.
4. Provide air traffic control services for aircraft operating at the staging airport or heliport.
5. Provide radio frequencies for use in the service area.
6. Ensure the appropriate Notice to Airmen (NOTAMs) are issued and cancelled for the airport or heliport.
7. Retain the prerogative to terminate all or any part of the temporary airport traffic control services provided to the Wildland Fire Agencies should the FAA determine a requirement of higher priority dictating the recall of all or a portion of its personnel and/or traffic control equipment.

FAA Northwest Mountain (ANM) Cornerstone Regional Operations Center (ROC) is the WSA POC for temporary tower deployment. The ANM ROC is available 24 hours continuously and will be responsible for initiating internal FAA coordination for temporary tower deployment.

**The USFS/BLM/BIA/NPS/FWS will perform the following activities:**

1. Submit the following to request the MATCT and air traffic control services:
  - a. A resource order to the Geographical Area Coordination Centers (GACC) to initiate and terminate temporary air traffic services. The GACC will notify the FAA ANM ROC. Procedures for on-site support of FAA air traffic control services can be viewed in the [NWCG Standards for Airspace Coordination](#).
  - b) A Temporary Tower Request form completed and forwarded to the FAA in addition to the Resource Order. The form is located in Chapter 11 of the NWCG Standards for Airspace Coordination.
2. Provide the following operational support associated with on-site air traffic control support:
  - a. Provide support equipment: i.e. binoculars, anemometer, compass, weather equipment (wind/temperature/barometric pressure, etc.), wind sock, 24 hour clocks, and other equipment as necessary. The equipment checklist is available in Chapter 11 of the [NWCG Standards for Airspace Coordination](#).
  - b. Provide utility hook-ups or engine generator (EG) fuel at Wildland Fire Agencies cost, or reimburse the FAA for the EG fuel costs for the temporary tower.
3. Provide the following logistical support associated with on-site air traffic control support:

- a. Restroom facilities for personnel on-duty at the temporary tower site.
- b. Shelter from the elements to reduce fatigue and improve safety conditions while the FAA personnel are working. Consider providing a heliport or airbase operations trailer when available.
- c. On-site safety-related instruction and reasonable protection to FAA personnel assigned to temporary towers in fire areas.
- d. Cellular service or wifi (if available).
- e) Copy and scanning services either at the heliport, airport or incident base.

4. Reimburse the FAA for the following activities associated with on-site air traffic control support:

- a. Costs associated with responsibilities and activities the FAA provides in Article 3, paragraph B of this agreement.
- b. Costs incurred by FAA duty locations related specifically to providing the requested services under this agreement.
- c. Costs above base salary to include overtime incurred by the FAA personnel.
- d. Costs for FAA Technical Operations logistical support equipment and service to ensure initial and sustained ATC operations for the duration of the request, e) Costs for replacement equipment or equipment parts that become damaged or fail due to on-site incident conditions.
- f. All travel costs and lodging expenses as consistent with the policies in the [NWCG Standards for Interagency Incident Business Management](#). Rental vehicles, or privately owned vehicle (POV) mileage are authorized for FAA personnel due to the requirement to transport a substantial amount of equipment in order to perform on-site duties.
- g. Miscellaneous office supplies and equipment necessary to accomplish onsite support, as appropriate and identified in Chapter 11 of the [NWCG Standards for Airspace Coordination](#).

**FAA Regional Operations Center contact information:**

FAA Northwest Mountain  
Regional Operations Center (ROC)  
24x7 Contact Point  
Telephone: (206) 231-2089  
Email: [9-ANM-ROC@faa.gov](mailto:9-ANM-ROC@faa.gov)

The Federal Reimbursable Agreement for Mobile Airport Traffic Control Tower (MATCT) can be found at this link: [https://gacc.nifc.gov/nrcc/dispatch/aviation/FAA\(WSA\)TemporaryTowerAgreement.pdf](https://gacc.nifc.gov/nrcc/dispatch/aviation/FAA(WSA)TemporaryTowerAgreement.pdf)

**If an EERA is utilized for A TEMPORARY TOWER**

The Buying Team or a purchaser will need to begin with the AIMS process to set up an EERA with a contractor to provide Temporary Tower Services.

The contractor will need to have a Letter of Agreement (LOA) and the Controllers need to be certified for the specific location. The FAA will have to get a certifier to the location where the Temporary Tower services are being requested. This may cause a delay. The contractor cannot provide services until the LOA is in place and the Controllers have been certified by the FAA. This is **REQUIRED** by the FAA.

If the EERA route is utilized, please let the National Airspace Coordinator know so that this can be coordinated with the FAA Wildland Fire Liaison.