BY ORDER OF THE COMMANDER
MINOT AIR FORCE BASE

MINOT AIR FORCE BASE
INSTRUCTION 13-250

15 JULY 2022

Flying Operations

AIRFIELD OPERATIONS AND BASE FLYING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, and Range Management*, and prescribes procedures for controlling and conducting aircraft ground, flight, and air traffic control (ATC) operations at Minot Air Force Base (AFB). It applies to all personnel conducting or supporting flying operations at Minot AFB. All crew members, including temporary duty (TDY) aircrew, operations, support, and ATC personnel assigned to Minot AFB must be familiar with the operating procedures in this instruction. This instruction is used in conjunction with AFMAN 13- 204v1. *Management of Airfield Operations*, AFMAN 13-204v2, *Airfield Management*, and applicable Federal Aviation Administration (FAA) directives. Due to rapidly changing airfield conditions at Minot AFB, amendments to this publication shall be placed in the appropriate sections lined out and replaced in the main body. Ensure coordination is accomplished with Ellsworth AFB Airfield Operations prior to making changes to this document. The approval authority for amending this publication is the 5 BW/CC. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items or requirements. Compliance with this instruction cannot be waived or supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*. Route AF 847s from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and*

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. It has been formatted to meet the requirements of AFMAN 13-204v2. Diagrams have been incorporated into the text for ease of use.

Chapter 1

GENERAL AIRFIELD INFORMATION/PROCEDURES

1.1. Runways (Rwy) and Taxiways (Twy): The airfield includes the runway, taxiways, parking aprons, infield areas, as well as perimeter and access roads (**Figure 1.1**).

1.1.1. Field Elevation: The Minot AFB field elevation is 1,666' MSL.

1.1.2. Runway: Minot AFB has a single runway, Runway 12/30. The runway is 13,198' x 300' and does not have shoulders. Overruns are 1,000' x 300' constructed of asphalt.

1.1.3. Runway 30 is the primary instrument and calm wind runway.

1.1.4. Runway 30 threshold elevation is 1,637' MSL and gradient is +0. 22%. Runway 30 is equipped with ALSF-1, HIRL, PAPI, and SFL.

1.1.5. Runway 12 threshold elevation is 1,666' MSL and gradient is -0. 22%. Runway 12 is equipped with ALSF-1, HIRL, PAPI, and SFL.

Table 1.1. Taxiways and Taxiway Restrictions.

Taxiways	Taxiway Widths	Shoulders	Restrictions
Alpha	75'	50'	
Alpha North	75'	None	B-52 aircraft are prohibited
Bravo	75'	50'	
Charlie	75'	50'	
Delta	75'	50'	
Echo	75'	58. 5'	
Foxtrot	75'	50'	
Golf	75'	50'	
Kilo	75' / Narrows to 62. 3' in 3 places		Waiver is in place to allow B-52 aircraft to utilize Taxiway Kilo until construction can be accomplished to expand the entire taxiway to 75'.
Juliet	75'	50'	
Lima	75'	50'	

1.1.6. Aircraft with a wingspan greater than 175' are prohibited from parking on the DV and Sierra Parking ramps without specific approval. Aircraft wingspans greater than 175' must park on the Overflow parking apron unless approved.

1.2. Airfield Operating Hours: Minot AFB, to include the Air Traffic Control Tower and Airfield Management Operations (Airfield Management), is open 0700L to 2300L Monday through Thursday, 0700L to 1800L on Friday, and is closed during weekends, holidays, and AFGSC family days. When closed via NOTAM, helicopters assigned or TDY to Minot AFB will use the uncontrolled airfield operations outlined in **Para 2.9.11**.

Figure 1.1. General airfield layout.

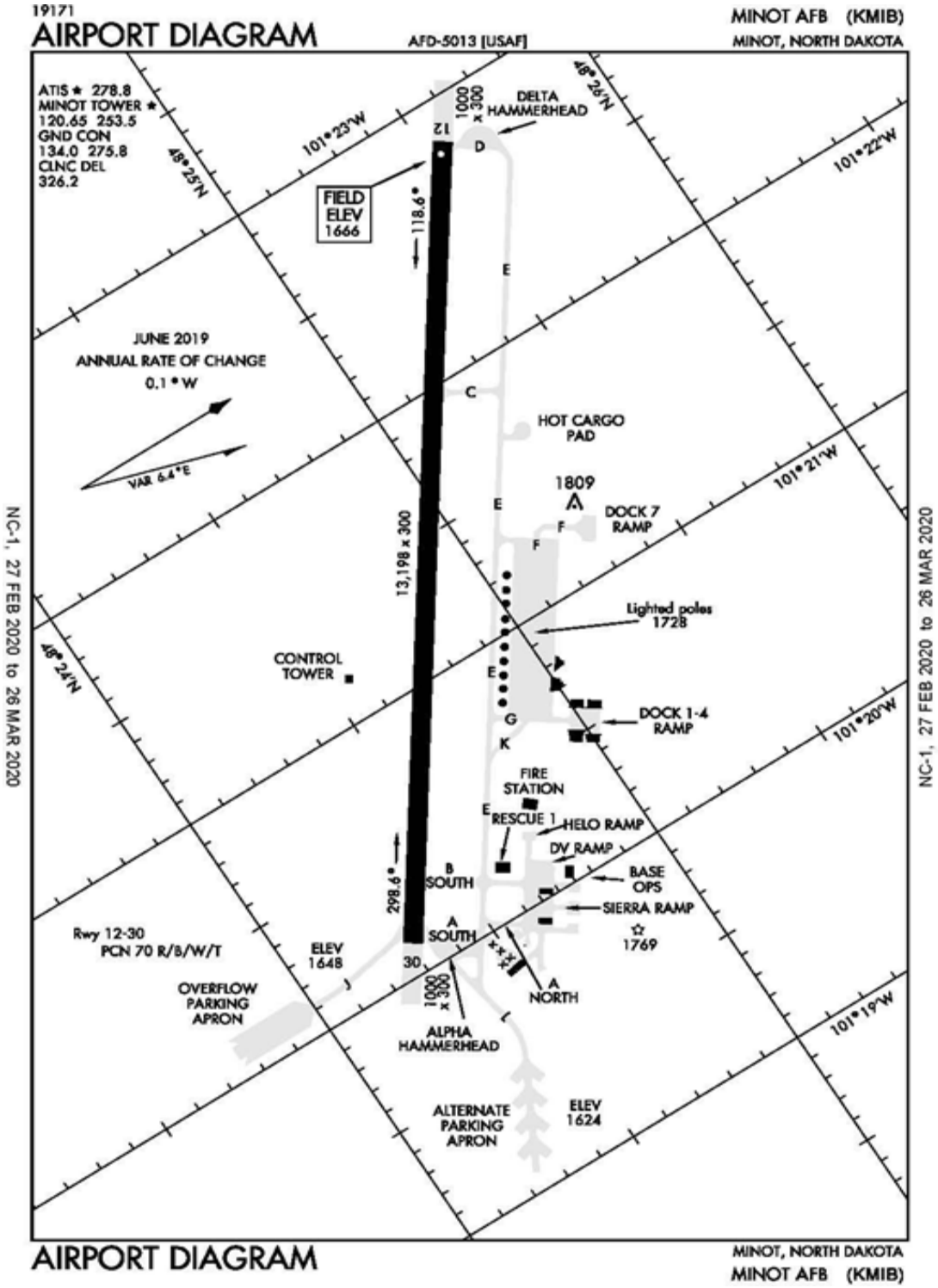


Figure 1.2. Runway 12/30 length, width, gradient, and intersection departure distance.

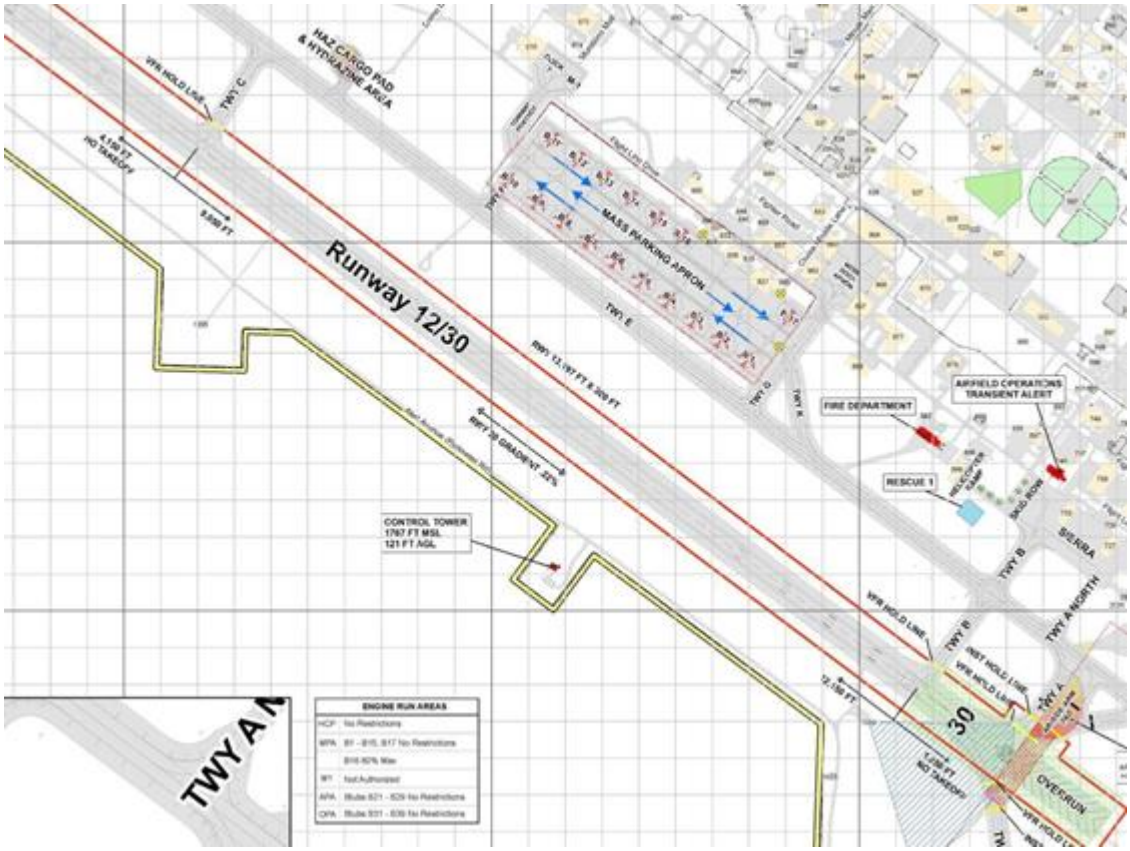


Figure 1.3. Runway 30 End ILS and GS Critical Area and POFZ.

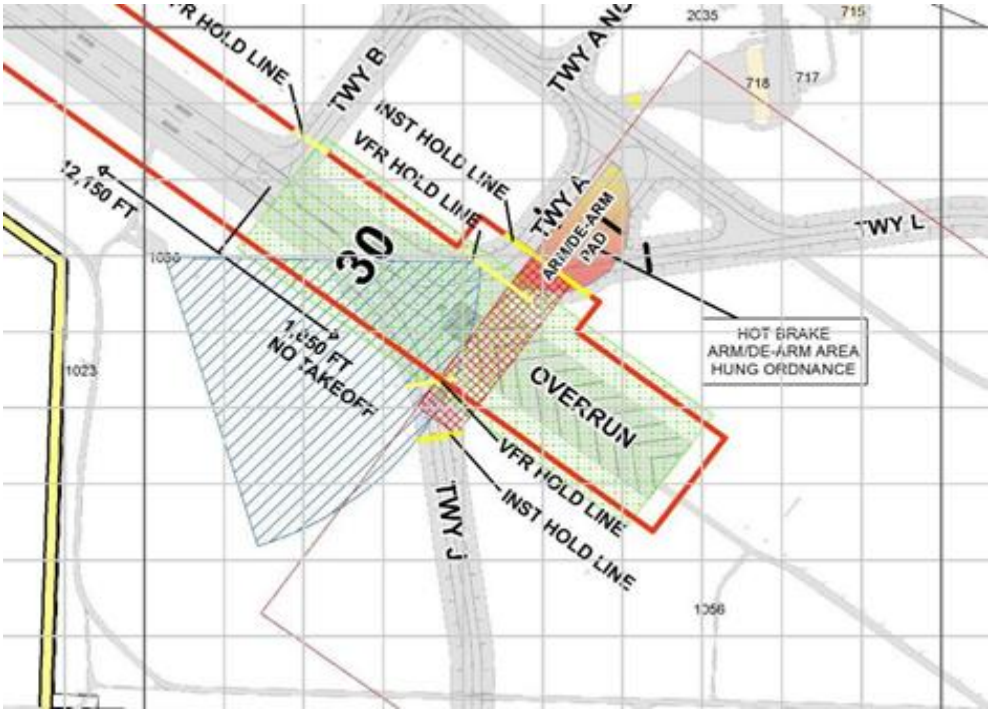
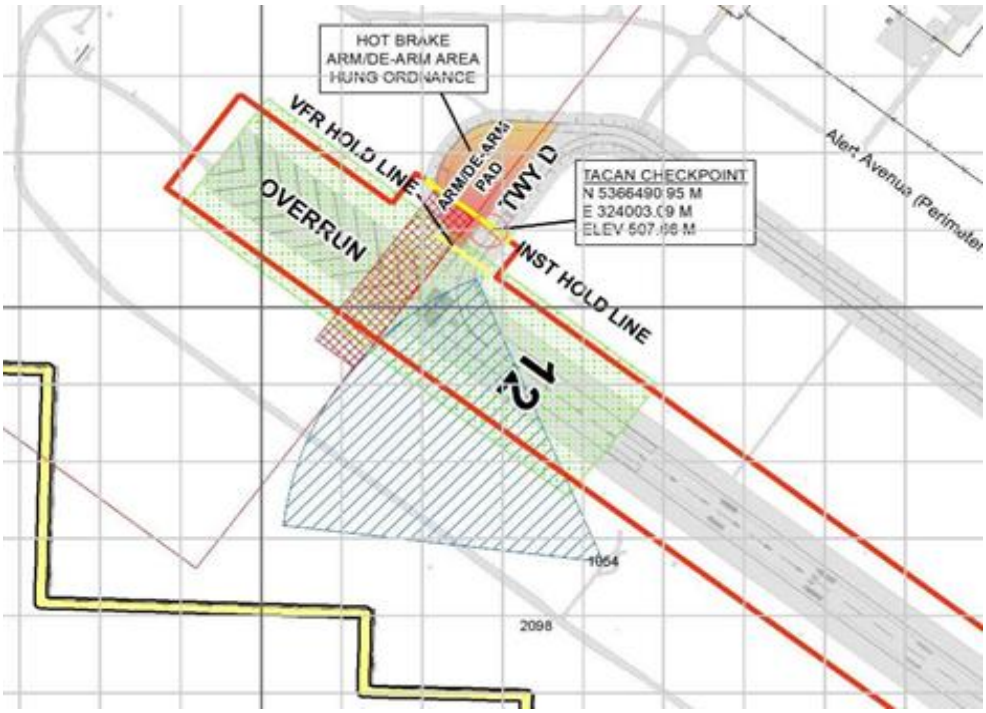


Figure 1.4. Runway 12 End ILS and GS Critical Area and POFZ.



1.3. Areas Not Visible from the Control Tower: Medical Facility, and Tango-1 (T-1) Launch Facility are not visible from the Control Tower.

1.4. Runway Selection Procedures: The Control Tower Watch Supervisor shall determine the runway in use. Runway 30 is designated as the calm wind runway and should be in use when wind speed is less than 5 knots.

1.4.1. Control Tower shall coordinate with Minot Approach prior to changing the runway in use. Notify Airfield Management and the weather observer of the runway change.

1.4.2. Airfield Management shall notify Command Post, Fire Department, Transient Alert, and Maintenance Operations Center (MOC) of the runway change.

1.5. Movement Areas: The runway, taxiways and other areas of the airfield which are utilized for taxiing/hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of ramps and parking areas.

1.5.1. Controlled Movement Areas: The CMA encompasses the runway and overruns, to include an area 100 feet from the runway edge. The CMA is marked by the VFR Hold Positions on all Taxiways leading to the runway. Vehicles and personnel must STOP before the VFR Hold Position (Hold Line), establish two-way radio contact with Tower call sign "Minot Ground" and receive approval from the ATC before entering any portion of the CMA. Ex. "Minot Ground, (Vehicle call sign), request to cross Runway 30 from Taxiway Alpha to Taxiway Juliet."

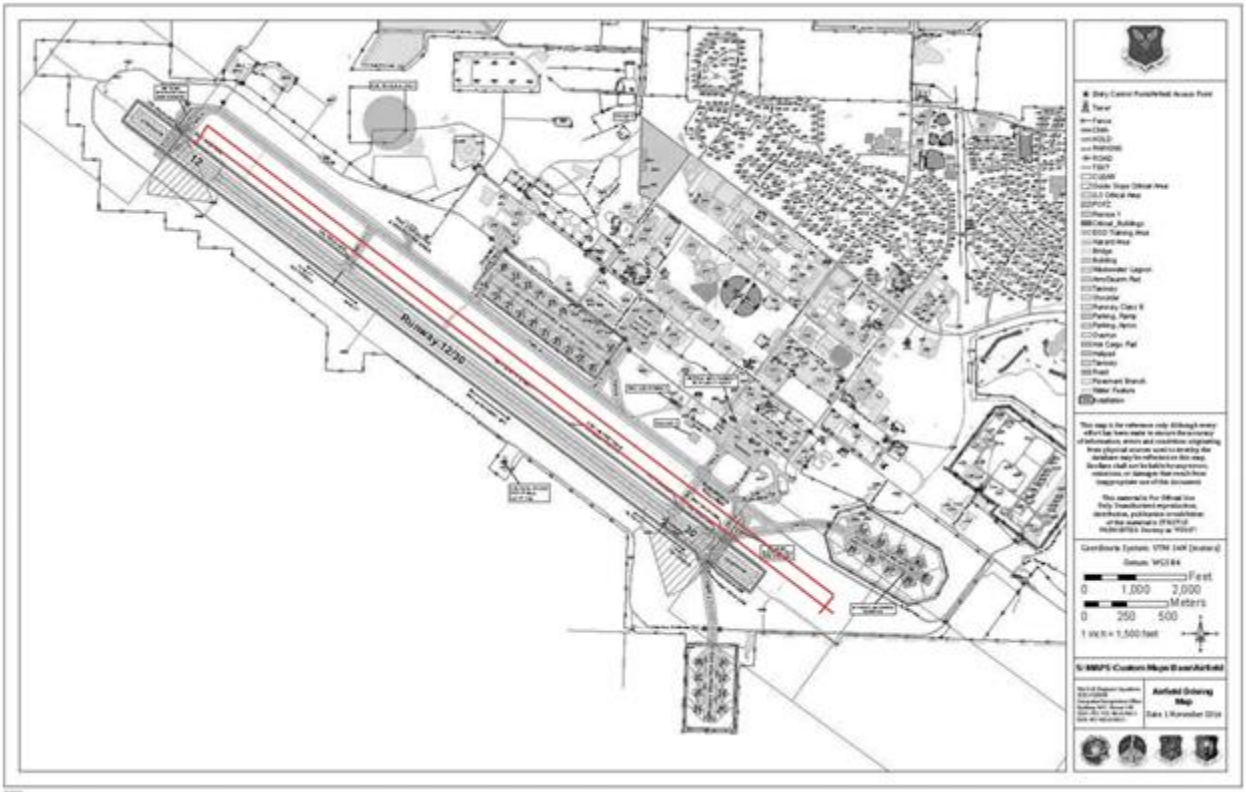
1.5.1.1. When the reported ceiling is less than 800 feet or there is less than 2 miles visibility, ATC will notify Airfield Management that instrument conditions exist. Airfield Management will broadcast over the Ramp Net that the ILS hold line in now in effect; all vehicles approaching the runway must contact Tower prior to passing the ILS Hold Line.

1.5.1.2. Intermediate hold lines are located on Taxiways Alpha, Delta and Lima. These lines ensure that other aircraft have adequate wingtip spacing to taxi onto the runway without requiring a wing walker. This does not apply to aircraft over 193' wingspans.

1.5.2. Non-Controlled Movement Areas: Consists of all remaining portions of the airfield and the parking aprons. Control Tower approval is not required for vehicle/pedestrian operations in these areas except as outlined in **paragraph 1.7.3**.

1.5.3. Airfield Vehicle/Pedestrian Operations: For a comprehensive explanation of vehicle/pedestrian airfield driving procedures, refer to Minot AFBI 13-213.

Figure 1.5. Controlled Movement Area.



1.6. Airfield Lighting Systems/Procedures.

1.6.1. All airfield lighting shall be operated in accordance with (IAW) FAAO 7110. 65, *Air Traffic Control*, with the following exceptions. During the hours of darkness and/or periods of snowfall, the taxiway lights shall be turned on when snow removal is in progress or when aircraft towing operations are in effect.

1.6.1.1. In the interest of energy conservation, all airfield lighting should be turned off when not needed for aircraft operations. Airfield lighting should be turned on 30 minutes prior to the first arrival.

1.6.2. 5 CES shall inspect the airfield lighting systems and report status of outages that require NOTAM issuance to Airfield Management. Airfield Management shall maintain an outage log as a means to notify 5 CES of any known outages and track until they are corrected.

1.6.3. Control Tower shall notify Airfield Management and Dakota Air Traffic Control Facility (DATCF) of any known lighting issues. Airfield Management shall then notify 5 CES of the discrepancies.

1.6.4. If the Control Tower airfield lighting panel becomes inoperative, 5 CES shall ensure personnel are available to adjust airfield lights as requested by the Control Tower.

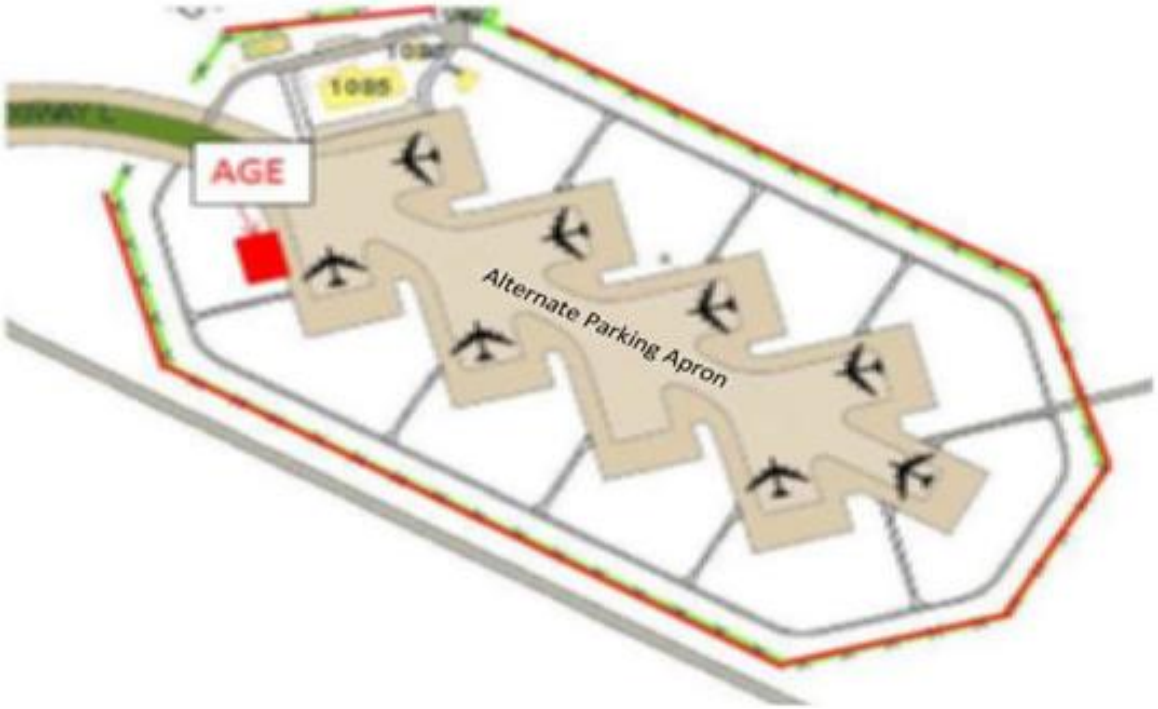
1.7. Permanently Closed/Unusable Portions of the Airfield: The ramp located next to building 718 (Green House) is permanently closed to all fixed wing aircraft.

1.8. Aircraft Arresting Systems: Aircraft arresting systems are not installed or available at Minot AFB.

1.9. Parking Plan/Restrictions: Airfield Management is the overall approval authority for aircraft parking and shall utilize this authority to accomplish the 5 BW mission or IAW directives received from the 5 OG/CC. See the Minot AFB Master Aircraft Parking Plan for information. Functional area responsibilities along with specific wingtip clearance and safe jet blast distance requirements in the parking plan shall be established IAW Unified Facility Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design* and AFMAN 11-218, *Aircraft Operations and Movement on the Ground*. All maintenance equipment shall be properly stored when not in use. Ground support equipment may not be in place more than three hours before aircraft arrival or three hours after aircraft departure IAW UFC 3-260-01.

Figure 1.6. Mass Parking Apron (MPA) Approved Equipment Storage Area.

Figure 1.7. Alternate Parking Apron (APA) Approved Equipment Storage Area.



1.10. Air Traffic Control (ATC) Frequencies and Local Channelization (see Table 1.2.): Assigned aircraft and ATC shall use channel numbers when capabilities exist.

Table 1.2. ATC Frequencies and Local Channelization.

HF CH#	FQ CY	REMARKS (HF)	UHF CH#	UHF FQCY	REMARKS (UHF)
0	6761	ALT AIR REFUELING	1	278. 8	KMIB ATIS-UHF
1	5000	WWV / WWH	2	275. 8	IIB GROUND CONTROL
2	10000	WWV / WWH	3	253. 5	MIB CONTROL TOWER (KMIB)
3	15000	WWV / WWH	4	259. 1	EPARTURE (KMIB)
4	4724	GLOBAL (SEC NIGHTIME)	5	395. 0	SINGLE FREQ OPS (1)
5	6739	GLOBAL (SEC NIGHTIME)	6	318. 2	SINGLE FREQ OPS (2)
6	8992	HF GLOBAL (PRI)	7	236. 825	MINNEAPOLIS ARTCC
7	11175	HF GLOBAL (PRI)	8		OPEN
8	13200	LOBAL (SEC DAYTIME)	9	311. 0	KMIB CP (ALTERNATE)

9	150 16	GLOBAL (SEC DAYTIME)	10	390. 575	BOMBER OPS
10		OPEN	11	321. 0	RAYMOND 12 / ICEPALACE
11	218 2	RNATIONAL HF DISTRESS &	12	381. 3	BELLE FOURCHE
		CALLING FQCY			
			13	363. 8	KMIB ARRIVAL
12	836 4	AIR-GROUND EMERGENCY FREQ			
			14	342. 5	MINOT METRO
				372. 2	PILOT TO DISPATCH
			15		OPEN--MSN FREQ
			16		OPEN--MSN FREQ
			17		OPEN--MSN FREQ
UARD 243. 0					
			18		OPEN--MSN FREQ
			19	326. 2	CLEARANCE DELIVERY
			20	ESER VED	HAVE QUICK
			REGIONAL GLOBAL HF SYSTEM STATIONS ANDREWS, OFFUTT, WEST COAST, HAWAII, ELMENDORF, PUERTO RICO, LAJES, GUAM		
EMERGENCY--8364 & 2182					

1.11. Navigational Aids (NAVAIDS): Minot AFB has a Tactical Air Navigation System (TACAN) located on the airfield and Instrument Landing Systems (ILS) for Runway 12/30. DEERING TACAN (Ch 96), Runway 30 ILS (localizer 109. 9, 2. 5 degree glide slope), and Runway 12 ILS (localizer 109. 9, 2. 5 degree glide slope).

1.11.1. Radar, Airfield, and Weather Systems (RAWS) Response Times: The 5 OSS RAWS personnel are on-duty Monday-Friday 0700-1600L (excluding holidays) and shall be on-call during all other times. On-duty personnel shall be immediately available to respond to outages/impairments from their primary duty location. On-call personnel can be contacted using the RAWS stand-by phone number and shall respond to equipment outages within one hour of notification.

1.11.2. NAVAID Preventive Maintenance Inspection (PMI): No-NOTAM Preventive Maintenance times are published in the Instrument Flight Rules (IFR) Supplement. Changes to published times must be approved by the 5 OG/CC and shall be disseminated via NOTAM until updated in the IFR Supplement. Refer to the Airfield Systems and Airfield LOA for establishment of No-NOTAM PMI times (a copy of this document can be requested from the Airfield Operations Flight).

1.12. Auxiliary Power Generators: The 5 CES Power Production Shop shall obtain Control Tower Watch Supervisor approval prior to performing a preventive maintenance generator run on any of the following facilities: Control Tower, Runway 12/30 ILS Localizer, Runway 12/30 ILS Glideslope, TACAN, and Ground to Air Transmit and Receive (GATR) Site. **Note:** All Minot AFB RAWS facilities are equipped with auto start auxiliary generators or battery backups.

1.13. Transient Alert: Transient Alert services are available from 0730 – 1730L Monday through Friday. Fleet services are not available, see the IFR Supplement for Transient Alert services provided. The 5 MXG/CC is the approval authority for Transient Alert operations outside of normal duty hours.

1.14. Automatic Terminal Information Service (ATIS) Procedures: During airfield hours, Minot AFB ATIS shall be broadcast no later than one hour prior to the first scheduled aircraft departure and the ATIS will be turned off once flying is complete for the day.

1.14.1. In addition to weather information, the ATIS shall broadcast runway status, Runway Condition Readings (RCR) and Runway Visual Range (RVR) when applicable, airfield advisories, weather advisories, weather warnings, and other pertinent information when appropriate. Specific ATIS procedures are outlined in the 5 OSS/OSAT OI 13-204, *Air Traffic Control Operations*.

1.14.2. ATC may issue the statement "DUE TO RAPIDLY CHANGING WEATHER CONDITIONS, CONTACT MINOT TOWER FOR CURRENT LANDING AND WEATHER INFORMATION" on the ATIS in addition to current conditions when rapidly changing weather conditions exists. When this statement is included on the ATIS, the Control Tower shall notify Approach.

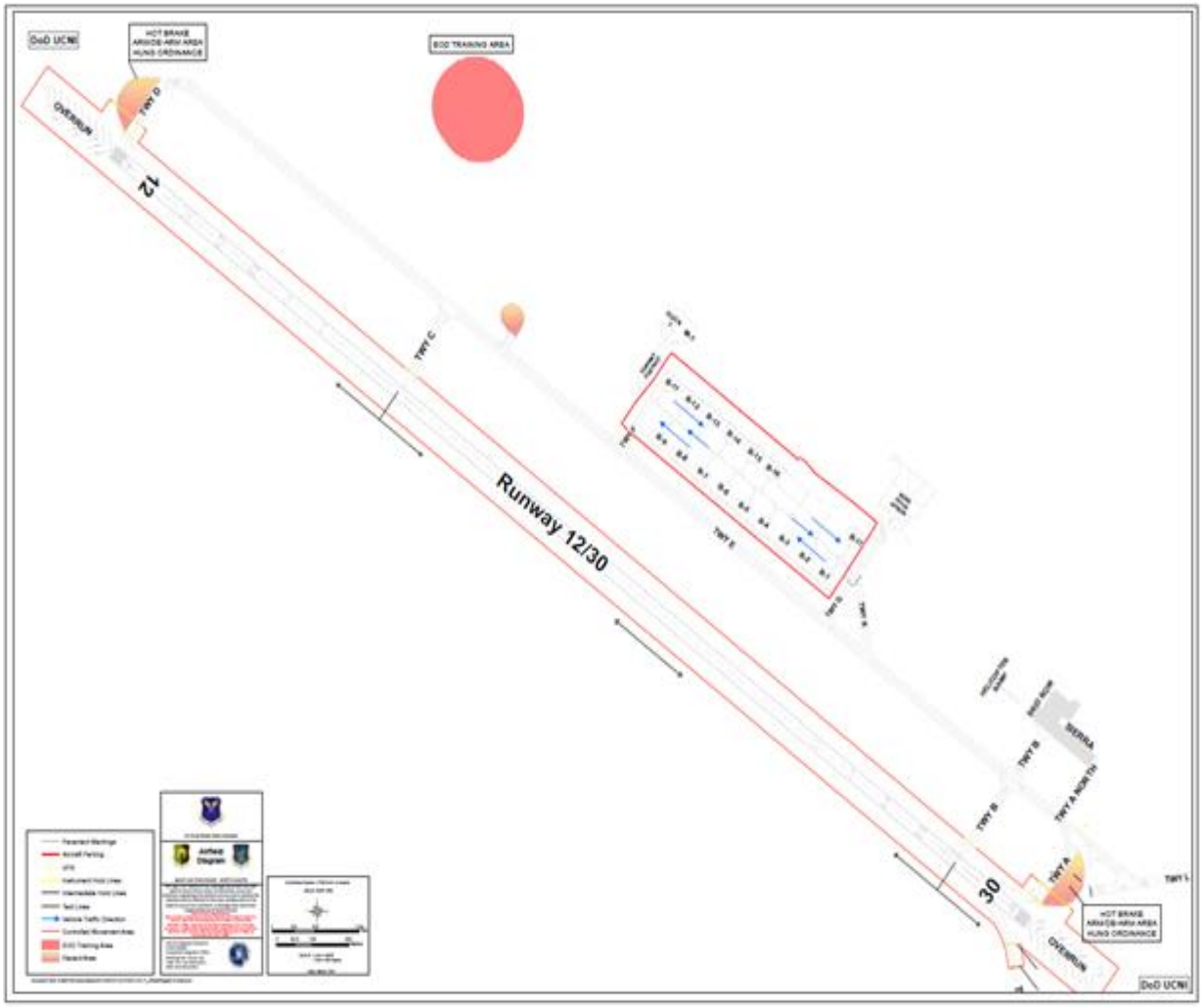
1.15. Aircraft Special Operations Areas/Ramps: For non-towered operations, ATIS will not be available. Aircrews may contact Pilot to Metro Service on UHF frequency 342. 5 for weather information. Aircraft Special Operations Areas/Ramps.

1.15.1. Authorized Arm/De-arm Areas: Taxiway Alpha and Delta are identified for use as arm/de-arm locations for aircraft with Class/Division (C/D) 1.1,1.2, 1.3 and 1.4 explosives only. Aircraft with forward firing ordinance shall position with weapons pointed away from parking areas, other aircraft and buildings.

1.15.2. Taxiway Golf and Kilo are restricted to base-assigned aircraft only.

1.15.3. The Nose Dock Apron is restricted to tow-in and tow-out only.

Figure 1.8. Arm/De-Arm Locations.



1.15.4. Engine Test/Run-Up Areas and Procedures: Aircraft engine test/run-ups shall be accomplished in accordance with AFMAN 11-218, appropriate supplements, and this instruction. Engine test/runs are not authorized on parking spot M-1. Engine runs on spot B-16 are restricted to 80% power. **NOTE:** Parking spots B-11, B-12, B-13, and B-14 do not have blast shields. Idle runs are recommended in these spots to mitigate the potential for foreign object damage (FOD) caused by jet blast and debris. All other parking spots are unrestricted for engine test/runs. **NOTE:** Engine runs are **NOT** allowed on any taxiways, with the exception of Alpha and Delta Hammerhead. Engine run approval, on any taxiway, requires Airfield Management approval.

1.15.4.1. If the Control Tower observes an unauthorized engine start or taxi, they will contact MOC. If an aircraft is observed moving and two-way radio contact cannot be established, the Control Tower will implement anti-hijack procedures. When the Control Tower is closed, MOC will handle requests for engine runs and tows.

1.15.5. Transient Aircrew: Coordinate run-up locations and power settings with Airfield Management.

1.15.6. Unmanned Aerial System (UAS) Operations.

1.15.6.1. Per the 5 BW/CC's "Small Unmanned Aircraft Systems (sUAS) Policy Letter", no recreational use of sUAS (also known as **Part 101** operations) are allowed on base.

1.15.6.2. Recreational users off-base are required to contact the ATC tower if they will be operating within 5 miles of Minot Air Force Base.

1.15.6.2.1. ATC will follow procedures listed in JO 7200. 23A when responding to requests from off-base recreational users.

1.15.6.3. Commercial UAS operations (also known as **Part 107** operations) are only allowed by companies who have applied for and received approval for a Certificate of Authorization (COA) through the FAA's process.

1.15.6.3.1. All commercial sUAS COA requests will be processed per FAA guidelines found on the FAA. gov website.

1.15.6.3.2. The Airspace Manager and AOF/CC will coordinate all COA request with Security Forces, Air Traffic Control, and Flight Safety. All sUAS COA requests must be coordinated through the 5 BW/CC unless otherwise delegated.

1.15.6.3.3. If the COA is approved, each of the above agencies will be provided a copy of it.

1.15.6.3.4. Commercial UAS users are required to contact the ATC tower 30 minutes before they plan to conduct operations.

1.15.6.3.4.1. ATC does not approve operations but can deny operations if they will conflict with predicted traffic or for any other operational reason.

1.15.6.4. Government use of UAS is not governed by the same process. Any request to utilize government sUAS must be channeled through the 5 BW/CC. See **Attachment 3** for on-base UAS operations procedures.

1.15.6.5. Any unauthorized use of sUAS must be passed to Security Forces for resolution and will be logged and notification of the pertinent details of the event will be passed to the AOF/CC.

1.16. Drag Chute Jettison Procedures: When winds permit, drag chutes shall not be jettisoned on the runway. Pilots dropping chutes shall notify the Control Tower of the jettison location. The Control Tower shall forward the information to Transient Alert (TA), MOC, or Airfield Management, for recovery.

1.16.1. Taxiways Alpha, Bravo, Charlie and Delta are designated as Drag Chute Jettison Areas.

1.16.2. When turning off the runway, pilots shall use sufficient power to prevent chutes from contacting the runway or taxiway lights.

1.16.3. If a chute is jettisoned on the runway, the pilot shall immediately notify the Control Tower and advise if the jettison was intentional, unintentional, or a jettison malfunction.

1.16.4. The Control Tower shall suspend runway operations for all chutes jettisoned on the runway, unless the Supervisor of Flying (SOF) waives the suspension. If runway operations are suspended, they cannot be resumed until Airfield Management has performed a full length FOD check and reports that operations are resumed. **Note:** Airfield Management is the only agency that can resume operations.

1.17. Hot-Pit Refueling Areas: Official guidance regarding hot-pit refueling areas is not currently available. Procedures developed after this document is published will be categorized in an alternate publication.

1.18. Aircraft, Trailer, and Equipment Towing Procedures. Tow operations shall be accomplished in accordance with AFMAN 11-218 and Minot AFBI 13-213.

1.18.1. Aircraft Towing Procedures: MOC shall notify the Control Tower of pending tow operations on the airfield, stating the type aircraft, tail number, starting point, and destination.

1.18.2. Tow vehicle operators shall obtain approval from the Control Tower via the Ramp Net prior to conducting aircraft towing operations on any taxiway. The vehicle operator shall remain in direct radio contact with the Control Tower at all times.

1.18.3. Control Tower approval is not required for repositioning aircraft within the Mass Parking Apron (MPA) Ramp, Alternate Parking Apron (APA) Ramp, Overflow Parking Apron (OPA), Sierra Ramp, DV Ramp, Hazardous Cargo Pad (HCP), and Helicopter parking area or nose docks.

1.18.4. Trailer and Equipment Towing Procedures: Tow vehicle operators shall obtain approval from the Control Tower via the Ramp Net prior to conducting trailer, or equipment towing operations on any taxiway. This includes munitions towing operations. The vehicle operator shall remain in direct radio contact with the Control Tower at all times.

1.19. Aircraft Engine Starts: Aircrew shall contact Minot Ground for approval prior to starting engines. On initial contact, advise Minot Ground of call sign, parking location and verification of ATIS. Validating a flight for engine start by means of PEX or coordination with AMOPS is authorized.

1.19.1. When the Control Tower is closed, aircrew shall contact Command Post for engine starts. For 54th Helicopter Squadron (54 HS) uncontrolled operations, the duty desk will contact Command Post in accordance with internal procedures.

1.20. Aircraft Taxiing Requirements: Aircrew shall contact Minot Ground for approval and taxiing instructions prior to taxi.

1.21. Airfield Coordination Requirements: Airfield activities (i. e. , air shows, aerial demonstrations, exercises, deployments, crane operations, construction projects, etc.) must be coordinated through 5 OSS/OSA in advance to ensure proper notification and coordination with flying units and other organizations on the airfield. In accordance with AFMAN 13-204v2, the Airfield Operations Flight Commander (AOF/CC) must be briefed at least 48 hours in advance of any exercise or inspection that involves Airfield Operations (AO) personnel and/or facilities. The AOF/CC must approve, in advance, exercises that include removing AO personnel to alternate facilities or to shelter areas.

1.21.1. Crane Operations. AMOPS must be notified at least 3 work days in advance of any crane operation to ensure flying operations are not impacted. Sponsoring organizations, construction program managers and/or contractors must provide the crane location in latitude/longitude using the World Geodetic System 1984 (WGS84) format, elevation of the ground at the crane location in Mean Sea Level (MSL), maximum height capability of the crane, date and time the crane will be operating. All cranes must be obstruction marked/flagged for daytime operations and obstruction lighted for nighttime operations. Failure to coordinate may result in suspension of operations until approved for flying safety.

1.21.2. Airfield Construction. Base civil engineers shall coordinate the location, date, and time of airfield construction, and any restrictions to aircraft operations with AMOPS. BCE or contractors must report in daily/coordinate with AMOPS before any work shall be conducted on the airfield. Work crews shall properly mark work zones and ensure a sweeper is in the area prior to starting and during construction operations to mitigate a potential FOD hazard to aircraft operations. Airfield Management shall issue appropriate NOTAMS and notify all applicable agencies.

1.21.3. Temporary Construction Waivers. UFC 3-260-01 and AFGSCI 32-1056, *Airfield and Helicopter Waiver Planning and Design*, are the governing documents for all temporary airfield construction waivers. They are required to be signed/approved by 5 BW/CC 45 days prior to any construction on the airfield. No construction activity will be permitted without the appropriate waiver.

1.21.4. Construction Meetings. The Airfield Manager (AFM) and 5 BW/SE will be invited to all airfield design, pre-construction, job progress, pre-beneficial occupancy date (BOD), BOD, project acceptance, and final walkthrough meetings.

1.21.5. Airfield construction within restricted areas requires the initiating agency to provide an escort for contracted personnel.

1.21.6. The Wing Airfield Driving Program Manager (WADPM) will ensure all airfield construction contractors with need to drive on the airfield are briefed and trained on safe airfield driving procedures Minot AFBI 13-213, *Minot Airfield Driving*.

1.22. Airfield Mowing Operations: Airfield mowing will be conducted IAW AFI 91-212_MINOTAFBSUP, *Bird and Wildlife Aircraft Strike Hazard (BASH) Program*, and AFPAM 91-212, *Bird and Wildlife Aircraft Strike Hazard (BASH) Management Techniques*. CE will notify Airfield Management where daily mowing operations will be conducted, per **Figure 1.9** Airfield Management shall issue appropriate NOTAMs and notify all applicable agencies prior to mowing operations on the airfield.

1.22.1. **CE Mowing Boundaries.**

1.22.1.1. A-1 – Runway out 200 ft on North side, Runway out 200 ft on South side. Including approach zones for Runway, fence to fence.

1.22.1.2. A-2 – TACAN Road to South West corner of boundary A-1. North West corner of boundary A-1 to corner of fence. Adjacent to North West Corner of A-3.

1.22.1.3. A-3 – Hazard Cargo Pad/Demo Drive along fence up to 200 ft away from Runway (A-1 boundary) to fence corner at boundary A-2.

1.22.1.4. A-4 – Boundary of A-2, South corner, including TACAN Road along Perimeter Road to Tower Road.

1.22.1.5. A-5 – Infield between Taxiway Charlie and Taxiway Bravo, up to 200 ft away from Runway 12/30 (A-1 boundary) to Taxiway Echo.

1.22.1.6. A-6 – Hazard Cargo Pad/Demo Drive to Taxiway Bravo/DV Ramp. Taxiway Echo to Flight Line Drive.

1.22.1.7. A-7 – Tower Road to A-1 boundary, to include OPA.

1.22.1.8. A-8 – Taxiway Bravo/DV Ramp to APA, Taxiway Lima, Taxiway Alpha North and Taxiway Alpha South.

1.22.1.9. A-9 – Taxiway Lima, ALCM Pass to Perimeter fence, to boundary A-1.

Figure 1.9. CE Mowing Boundaries.

1.23. Airfield Sweeper Operations: The sweeper operator shall contact Airfield Management each morning prior to any sweeping assignments. Sweeper requests must be coordinated through Airfield Management at 723-2347. Airfield Management coordinates/requests and directs sweeper activities throughout the airfield.

1.23.1. The sweeper schedule is as follows:

1.23.1.1. Monday through Friday (during weekends and holidays the sweeper is on-call): Active runway, taxiways and MPA are the priorities.

1.23.1.2. Monday, Wednesday and Friday: DV Ramp, Helicopter Parking Area, and Sierra Ramp.

1.23.1.3. Tuesday: APA, Weapons Storage Area (WSA), transport route.

1.23.1.4. Thursday: OPA and the HCP.

1.23.1.5. Friday: Flight Line Drive, main access roads and ramp between docks 1, 2, 3, and 4.

1.23.2. 5 CES/CEOHP shall suspend airfield sweeping operations at temperatures below 32 degrees Fahrenheit. Exceptions to this are normally limited to IFEs. Sweepers are stored for the winter starting approximately 1 Nov and availability may be limited. During winter months, snow brooms may be used instead of sweepers.

1.24. Runway Surface Condition (RSC)/Runway Condition Reading (RCR) Values: For RCR Equivalent values to braking action contact Airfield Management.

1.24.1. **RSC Abbreviations:**

1.24.1.1. WR – Wet Runway IR – Ice on Runway

1.24.1.2. SLR – Slush on Runway

1.24.1.3. PSR – Packed Snow on Runway LSR – Loose Snow on Runway

1.24.1.4. P – Patchy

1.24.2. After determining the RCR/RSC, Airfield Management shall forward the current RCR/RSC to the Control Tower, SOF, Command Post, Snow Control, and Weather as soon as possible. The Control Tower shall forward the RCR/RSC reading to Minot Approach.

1.24.3. When the runway RCR value is lower than 12, Airfield Management shall report runway RCRs with an overall value as well as breaking it down into thirds as listed below.

1.24.3.1. APPROACH is the first 4,000 feet. MID is the middle 5,000 feet.

1.24.3.2. DEPARTURE is the last 4,000 feet. **EXAMPLE:** "Runway 30 IR (ICE ON RUNWAY) RCR 11. **APPROACH** one zero, **MID** one two, **DEPARTURE** one one. " (The RCR is computed by the mean of the RCR values for each third of the runway).

1.24.4. No RCR/RSC shall be reported during times of airfield closure. Airfield Management shall report the current conditions to 5 BW/CP and MOC prior to closing the airfield.

1.25. Procedures/Requirements for Conducting Runway Inspections/Checks: Airfield Management shall perform a comprehensive airfield check at the beginning of each duty shift, prior to the first departure of the day, and multiple periodic airfield checks throughout the course of the day. Minimum requirement for an airfield inspection and airfield lighting check is one per day.

1.25.1. Airfield Management is the only agency that can give the official airfield status report. Additionally, only individuals qualified as outlined in AFMAN 13-204v2 can perform airfield inspections and checks.

1.25.2. The current airfield status shall include all required items IAW AFMAN 13-204v2, *Airfield Operations Procedures and Programs*. AM personnel shall relay information to the Control Tower prior to opening. Additional agencies shall be notified via landline if the airfield is not already open.

1.25.3. Airfield Management shall perform airfield inspections and checks IAW AFMAN 13-204v2 and the Minot AFB Airfield Management Operating Instruction 13-204, *Airfield Management Operations*.

1.25.3.1. When snow is present on the airfield, all airfield checks will be completed IAW Minot Air Force Base Snow and Ice Control Plan.

1.25.4. Airfield Management shall perform a runway FOD check after the first touch-and-go landing or full stop landing (whichever comes first) for any returning sorties that attempted release of any external lanyard-type weapons IAW AFI 11-2B-52, Vol 3_MINOTSUP, *B-52—Operations Procedures*. Squadron Level Scheduling shall annotate the local flying schedule with "Runway Check Required" for all sorties requiring a runway check upon recovery. Runway FOD checks will not be unnecessarily accomplished for attempted releases of external weapons without lanyards (e. g. inert GP munitions).

1.26. Noise Abatement Procedures.

1.26.1. Aircraft shall not operate over the Minot AFB housing area. There are no nighttime restrictions for noise abatement at Minot AFB. **Exception:** aircraft may overfly base housing when conducting the Striker Midfield Approach.

1.26.2. Quiet Hours Requests

1.26.2.1. The term "quiet hours" is used to denote a period of reduced aircraft noise levels at Minot AFB. Operations permitted during quiet hours are dependent on the type of ceremony being conducted.

1.26.2.2. When directed by 5 OG/CC, the Control Tower shall minimize aircraft movement within the confines of the base.

1.26.2.3. Requests for quiet hours shall be forwarded to the Airfield Operations Flight Commander no later than 10 days prior to the requested date. The Airfield Operations Flight Commander shall coordinate with the 5 OSS/CC, 91 OG/CC, 54 HS/CC and 5 OG/CC as needed. The Quiet Hours request form can be found in **Attachment 2**. Factors to consider include the proximity of the movement to the event, the type of movement and aircraft involved, and whether the event is indoors or outdoors. Requestors should expect a 15-minute buffer to be added to both the beginning and end of their request.

1.26.2.4. The following denotes the quiet hour categories:

1.26.2.4.1. Category 1: Operations are suspended; aircraft and helicopters cannot take-off, land, taxi, perform engine starts, engine test operations, ground equipment (AGE) test operations or to be towed; restrictions also include: towing support equipment, air munitions or fuel truck operations.

1.26.2.4.2. Category 2: Aircraft test, AGE or engine test operations not to exceed "idle power" are authorized; all aircraft take-offs, landings, and taxi operations are prohibited.

1.26.2.4.3. Category 3: Routine support aircraft operations are in effect. Aircraft take-offs are suspended; aircraft returning to Minot will be required to recover from a straight-in approach to "full stop landing" only. Over-flights and practice approaches are prohibited**.**

1.26.3. During Designated Quiet Hours

1.26.3.1. As a general policy, ATC shall terminate/deny all departures and practice approaches, disapprove all aircraft requests for taxi clearance, and deny requests for engine runs based upon the quiet hour category requested. 54 HS helicopters are able to depart if responding to: security situation, PL-1 convoy or SAR/MEDEVAC.

1.26.3.2. Airfield Management and Civil Engineering (CE) shall determine, on a case-by-case basis, if breaks in airfield construction are necessary, based on the noise level of the construction being accomplished and the location relative to the quiet hours event.

1.26.3.3. The event POC shall call the Airfield Operations Flight Commander immediately after the conclusion of the event in order for Airfield Management to cancel local NOTAMs and resume operations. Only the 5 BW/CC, 5 OG/CC, 5 OSS/CC, or 5 OSS/DO can terminate quiet hours.

1.26.3.4. Airfield Management shall issue a local NOTAM describing quiet hours including limited restrictions.

1.27. Restricted/Classified Areas on the Airfield: The red lines on aircraft parking ramps indicate restricted areas. These areas are considered active when aircraft are parked within the confines of the marked restricted area. Entry into restricted/classified areas is only authorized via designated Entry Control Points (ECPs) and with appropriate restricted area badges. The MPA, APA and OPA have ECPs.

1.28. Procedures for Suspending Runway Operations: Airfield Management or Control Tower may suspend runway operations when any unsafe runway conditions are observed or reported. **NOTE:** Only Airfield Management personnel can resume runway operations following a suspension, once they have physically checked the area. The OG/CC or representative (SOF) may waive this check with the understanding that they are accepting responsibility for the safety of the landing surface.

1.29. Procedures for Opening/Closing the Runway: Airfield closures and restrictions shall be processed IAW AFMAN 13-204v2. Procedures for opening or closing the runway shall be IAW local checklists outlined in the Minot AFB AMOI 13-204 and OSAT OI 13-204. Airfield Management is the only agency that can open or close an airfield. For the airfield to be considered open, both Airfield Management and the Control Tower must be on duty.

1.29.1. For operations scheduled outside of published Flight Information Publication (FLIP) operating hours, the airfield will open 1 hour prior to the first takeoff or 1 hour prior to an arrival. This may change on a case-by-case basis depending on individual mission requirements. 5 OSS/OSA will notify 28 OSS/OSA in the event of any changes to airfield operating hours.

1.29.2. The airfield will remain open 30 minutes after the last takeoff when operating outside of normal hours. In the event of a recall, both facilities shall be operational within 1 hour of notification.

1.29.3. The airfield will remain open until engine shut down in the event of an arrival outside of published airfield hours.

1.30. Protection Precision Approach Critical Areas: Criteria outlined in AFMAN 13-204v2 and FAAO 7110. 65 shall be used to protect the precision approach critical areas identified below.

1.30.1. Glide Slope and Localizer Precision Approach Critical Areas: Instrument hold lines are designated on Taxiways Alpha, Juliet, and Delta to protect the glideslope and localizer critical areas. See Figures **1.3** and **1.4**.

1.30.2. Precision Obstacle Free Zone (POFZ): The POFZ is defined as a volume of airspace above an area beginning at the threshold at the threshold elevation and centered on the extended runway centerline. This area is an 800 feet wide by 200 feet long rectangular area designed to protect aircraft executing a missed approached from ground vehicles and other aircraft when an aircraft on a vertically−guided final approach is within 2 miles of the runway threshold and the reported ceiling is below 300 feet, or visibility is less than ¾ statute mile (or runway visual range below 4,000 feet).

1.30.2.1. The POFZ overlaps areas on both Alpha and Delta Arm/de-arm pads. The Instrument hold line encompasses the POFZ. See Figures **1.3** and **1.4**.

1.30.2.2. When the POFZ is in effect, a wing of an aircraft holding on Taxiways Alpha and Delta waiting for runway clearance may penetrate the POFZ; however neither the fuselage nor the tail may penetrate the POFZ.

1.31. Civil Aircraft Operations.

1.31.1. Civil aircraft operating at USAF airfields must comply with AFI 10-1001, *Civil Aircraft Landing Permits* and AFI 10-1002, *Joint Use Agreements for Military and Civilian Flying Facilities*.

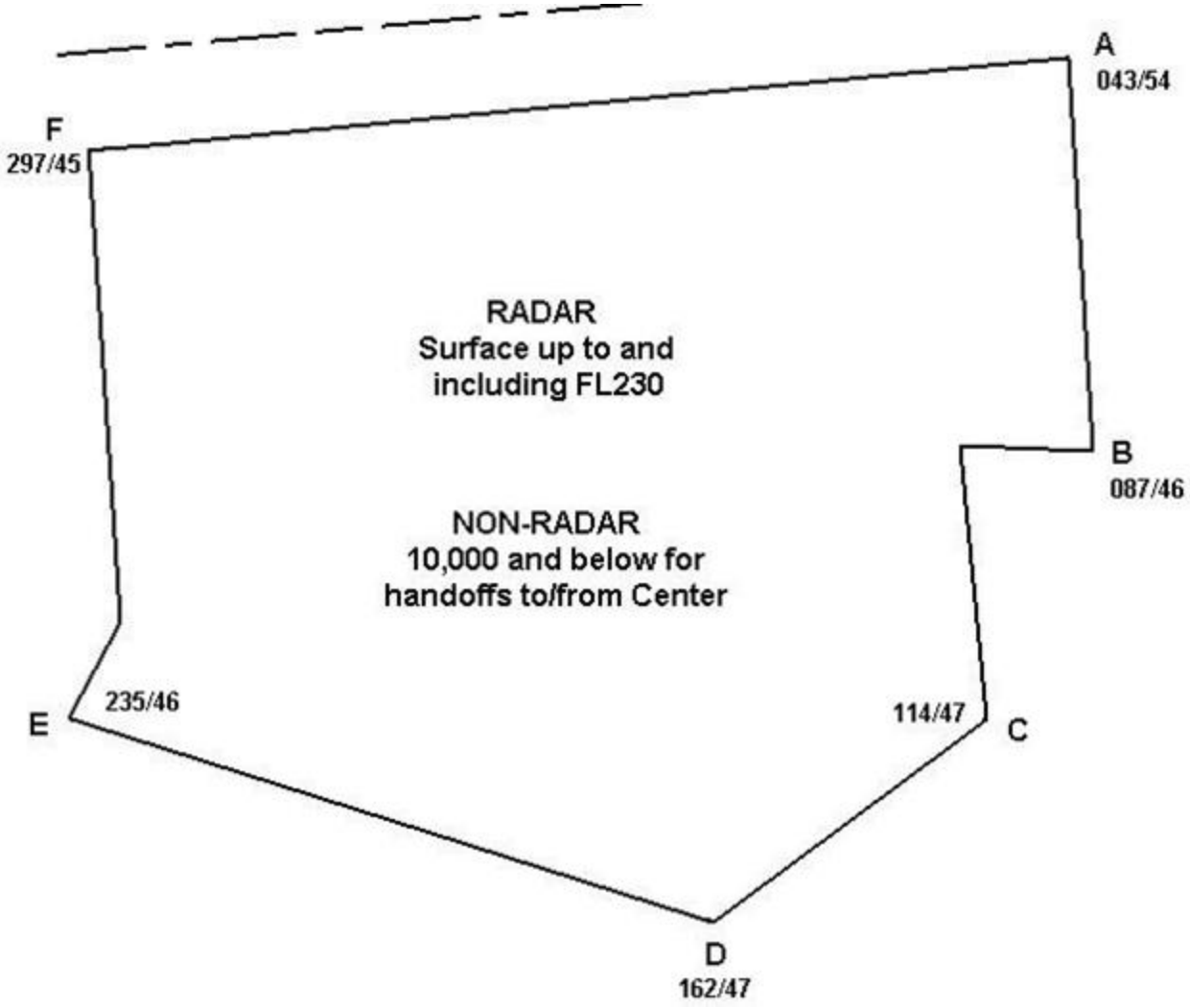
1.31.2. Civil Use of Military NAVAIDS/Radar, Airfield and Weather Systems (RAWS): There are no NAVAIDS on Minot Airfield that are part of the National Airspace System. However the DASR, though not classified as a NAVAID, is used daily by the NAS and Minneapolis Air Route Traffic Control Center (ARTCC) to conduct air traffic control.

1.32. Airspace Letters of Agreement/Letters of Procedure/Operations Letters Airspace and Controlling Agencies: All Letters of Agreement, Letters of Procedure and Ops Letters that pertain to airspace, ATC or airfield operations procedures will be kept on file in the Airfield Ops file plan. These will be reviewed annually with applicable base agencies IAW AFI and AFMAN directives. ATC at Minot AFB is provided by the following agencies:

1.32.1. Minneapolis ARTCC: IFR traffic above flight level (FL) 230.

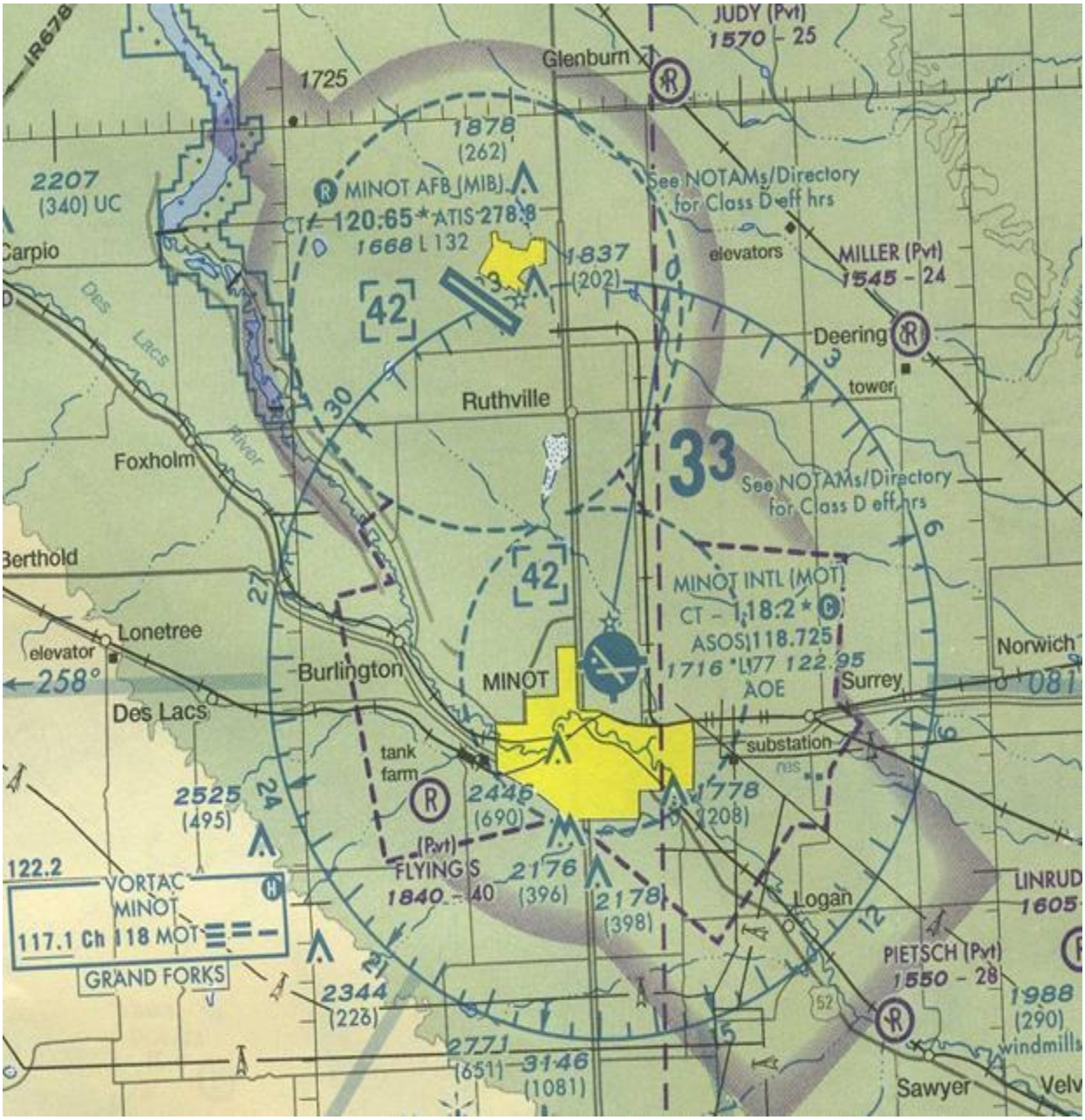
1.32.2. Radar Approach Control service is provided by DATCF; Minneapolis ARTCC delegates Minot Approach responsibility for the control of IFR/VFR/special VFR (SVFR) aircraft operating at or below FL 230 and within the lateral limits of points “Alpha” through “Foxtrot”. DATCF published hours can be found in the IFR Supp.

Figure 1.10. Minot Approach Airspace - Radial and DMEs are taken off of Deering TACAN.



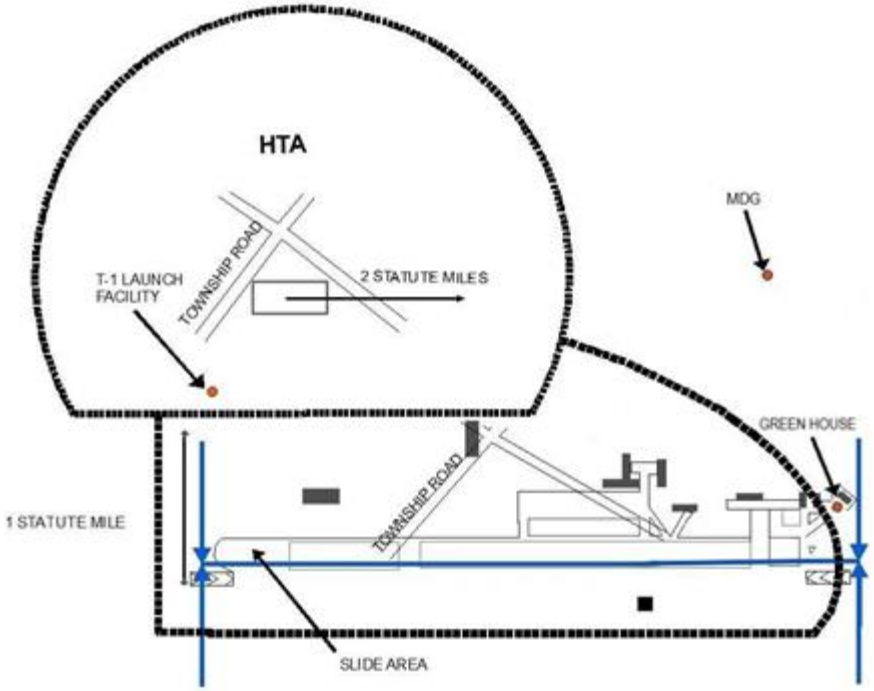
1.32.3. Minot AFB Control Tower: Provides VFR ATC service within the Class D airspace. Minot AFB Class D Airspace is a 5.6 NM circle from the center of the runway, up to and including 4200' MSL. Two-way radio communications with ATC is required prior to entering and while in the Class D airspace. The Control Tower shall pass all initial departure and final arrival times to Airfield Management.

Figure 1.11. Minot AFB And Minot International CLASS D Airspace.



1.32.4. The Helicopter Training Area is considered a VFR local training area.

Figure 1.12. Helicopter Traffic Pattern/Landing Areas/Test Area. HTA 2,400 Feet MSL and below.



1.33. Special Events. Special events (i. e. apron closure for vehicle parking during an event, PT test runs, etc.) must be coordinated with the Airfield Manger. Requests for such accommodations shall be forwarded to the Airfield Manager no later than 14 days prior to the requested date. The Airfield Manger shall coordinate with the 5 OSS/CC, 5 OG/CC and impacted agencies, as needed. Event POCs must notify Airfield Management when the event is complete. Airfield Management will conduct a check of the area prior to reopening the area for aircraft operations.

Chapter 2

VFR PROCEDURES

2.1. VFR Weather Minima: To conduct VFR flight, the reported weather must be at least a 1,500' AGL ceiling and 3 statute miles (SM) visibility for fixed wing aircraft. For helicopters to conduct VFR flight, the reported weather must be at least a 1,000' AGL ceiling and 3 SM visibility. Aircraft requesting to depart VFR shall notify the Control Tower on initial contact with the intended direction of flight and if radar flight following is desired.

2.2. Simulated Flame Out Procedures: With the exception of B-52 aircraft, simulated flameout approaches and other practice precautionary approaches are not authorized at Minot AFB. Any aircraft, however, may make precautionary approaches when engine failure is considered possible; see FAA JO 7110. 65 para **3-10-13**. **NOTE:** Arresting systems are not available at Minot AFB as referenced in **para 1.8**.

2.3. VFR Entry Procedures.

2.3.1. If radar service is not used/available, pilots shall contact the Control Tower with the ATIS code prior to entering the Minot AFB Class D airspace and state intentions.

2.3.2. Unless otherwise advised by the Control Tower, fixed-wing aircraft plan to enter Minot AFB Class D airspace at traffic pattern altitude and fly a 45-degree entry leg to downwind or enter via initial.

2.4. Opposite Direction Procedures: The following minima apply to fixed wing aircraft operating under IFR and VFR:

2.4.1. Arrival versus Arrival: Approach must ensure an arriving aircraft does not proceed closer than 10 mile final until the preceding aircraft on approach to the opposite runway has landed or executed missed approach and turned at least 45 degrees from the final approach course.

2.4.2. Arrival versus Departure: Approach must ensure an arriving aircraft does not proceed closer than 10 mile final before a preceding departure has become airborne turned at least 45 degrees from the final approach course.

2.4.3. Departure versus Arrival: Approach must not authorize an IFR departure when an opposing arrival has reached a 1 0 mile final until the arriving aircraft has landed or executed a missed approach and turned at least 45 degrees from the final approach course.

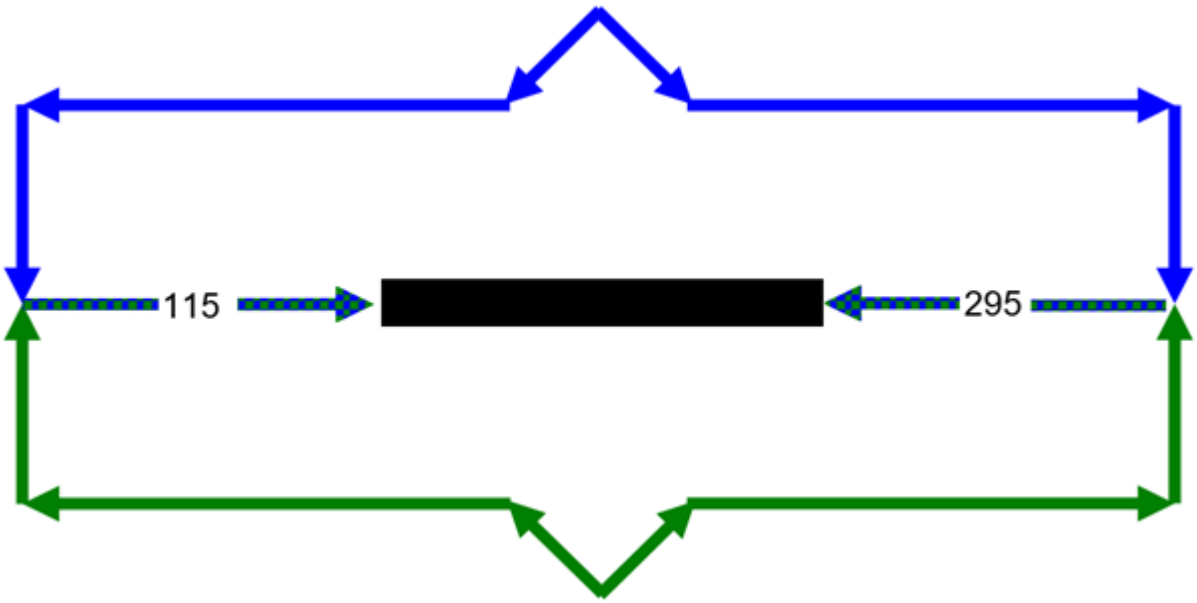
2.5. VFR Pattern Guidelines and Procedures.

2.5.1. Rectangular Traffic Pattern

2.5.1.1. The rectangular traffic pattern shall normally be entered using a 45□ entry to downwind. Traffic pattern altitude is 2,900' MSL. Use of the rectangular pattern is based on a reported ceiling at or above 1,800' AGL and 3 SM visibility. The use of left or right closed traffic is permitted as directed by ATC for both Runway 30 and 12. See **Figure 2.1**.

2.5.1.2. Turns to crosswind leg shall not be made prior to the departure end of the runway, unless otherwise approved by ATC.

Figure 2.1. VFR Rectangular Pattern.



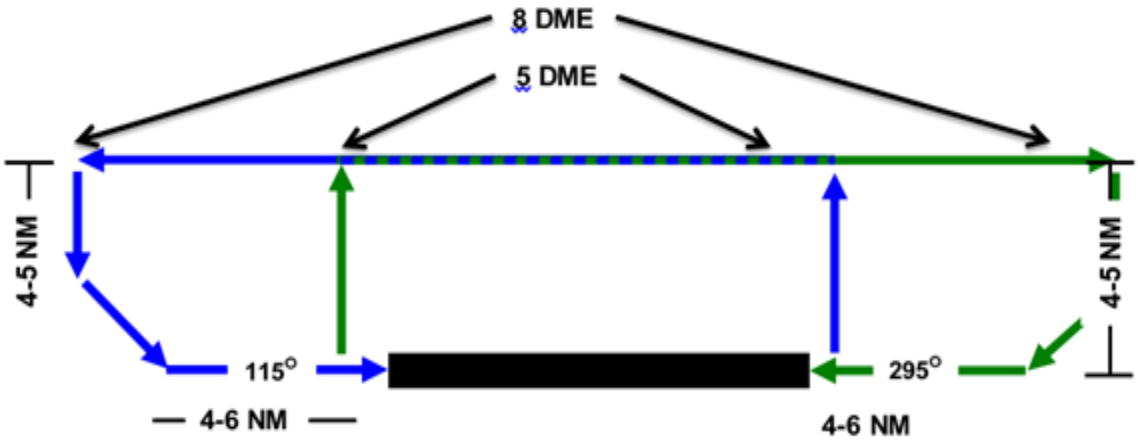
2.5.2. B-52 Outside Straight-In Pattern:

2.5.2.1. The outside straight-in pattern is flown at 2,900’ MSL north of the runway with a 4-6 NM turn to final. See **Figure 2.2**.

2.5.2.2. Aircrews requesting this pattern must contact Control Tower for an “outside straight-in”.

2.5.2.3. Aircrews must obtain specific approval from Control Tower if requesting a "no flap" pattern.

Figure 2.2. B-52 Outside Straight-in Pattern.



2.5.3. Overhead Traffic Pattern

2.5.3.1. The overhead traffic pattern is 3,400’ MSL with a left break only for Runway 30 and a right break only for Runway 12. The overhead pattern is open when there is a reported ceiling at or above 2,300’ AGL and 3 SM visibility.

2.5.3.2. VFR entry to initial shall be made only after Control Tower approval. Aircraft shall report entering a 5-mile initial unless otherwise instructed by the Control Tower.

2.5.3.3. Aircraft requesting vectors to initial will have their IFR flight plan automatically canceled once the aircraft reports the airport in sight.

Figure 2.3. Overhead Runway 12.

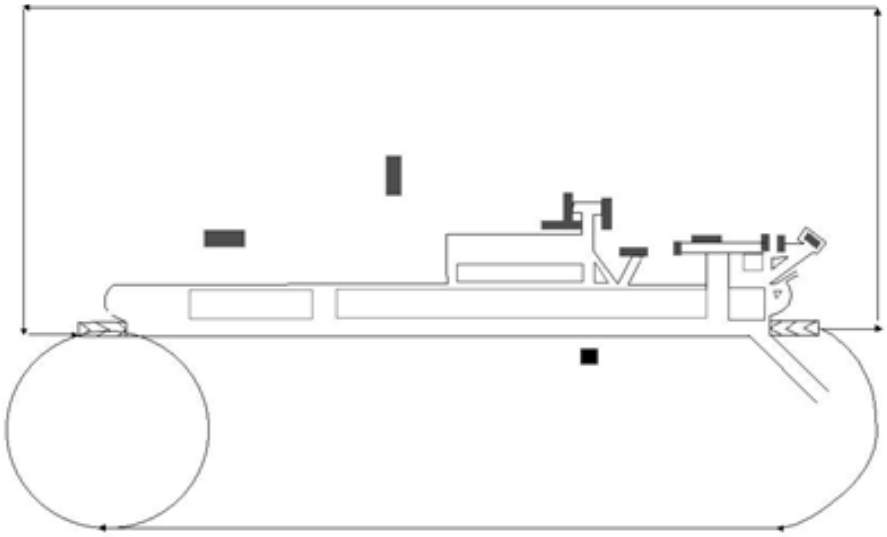
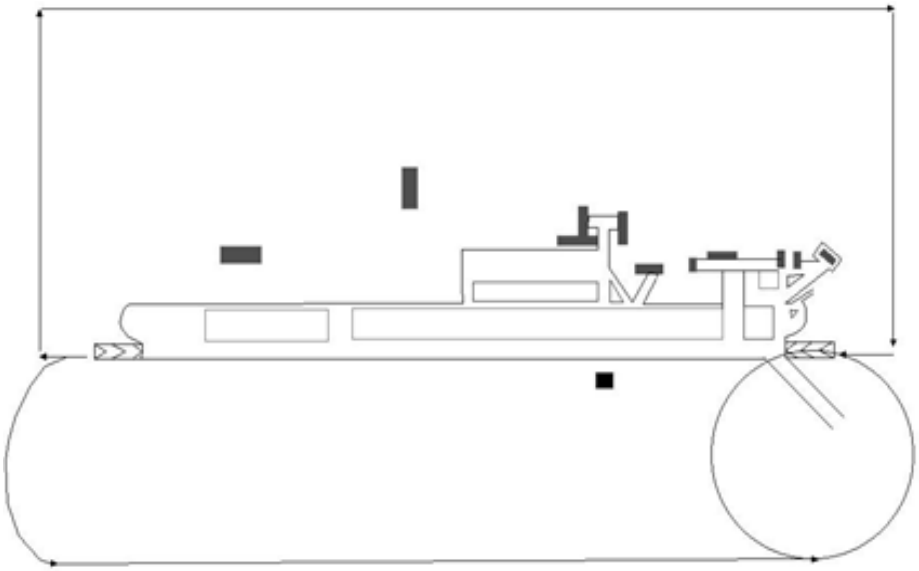


Figure 2.4. Overhead Runway 30.



2.5.4. Protection of Overhead Traffic Pattern: When aircraft are utilizing the overhead traffic pattern, the Control Tower shall ensure that any departing aircraft remain at or below 2,900' MSL until departure end of the runway to ensure protection of the overhead pattern.

2.5.5. Unusual Maneuvers: The 5 OG/CC, or designated representative, is responsible for approving unusual maneuvers in Minot AFB Class D Airspace (aerial demonstrations, high-speed passes, etc.).

2.5.6. Tactical Arrivals/Departures: For tactical arrivals, see ARDA procedures (**paragraph 3.1**). Emergency War Order departures are utilized by B-52 aircraft.

2.5.7. Reduced Same Runway Separation Procedures: Reduced Same Runway Separation Procedures do not apply at Minot AFB.

2.5.8. Striker Midfield North Approach

2.5.8.1. Reported ceilings and visibility must be at or above 2,300' AGL and 3 SM. Additionally, DATCF (Minot Approach) must be open and the Minot tower CTRD (Certified Tower Radar Display) must be operational. This approach will only be flown day VFR and 250 KIAS and 30 degrees of bank shall not be exceeded.

2.5.8.2. Request the 'Striker Midfield North' with DATCF on approach. IFR will be canceled once the pilots report the airfield in sight. Upon handoff, report to Minot Tower: '5 minutes from Glenburn on the Striker Midfield North Approach'.

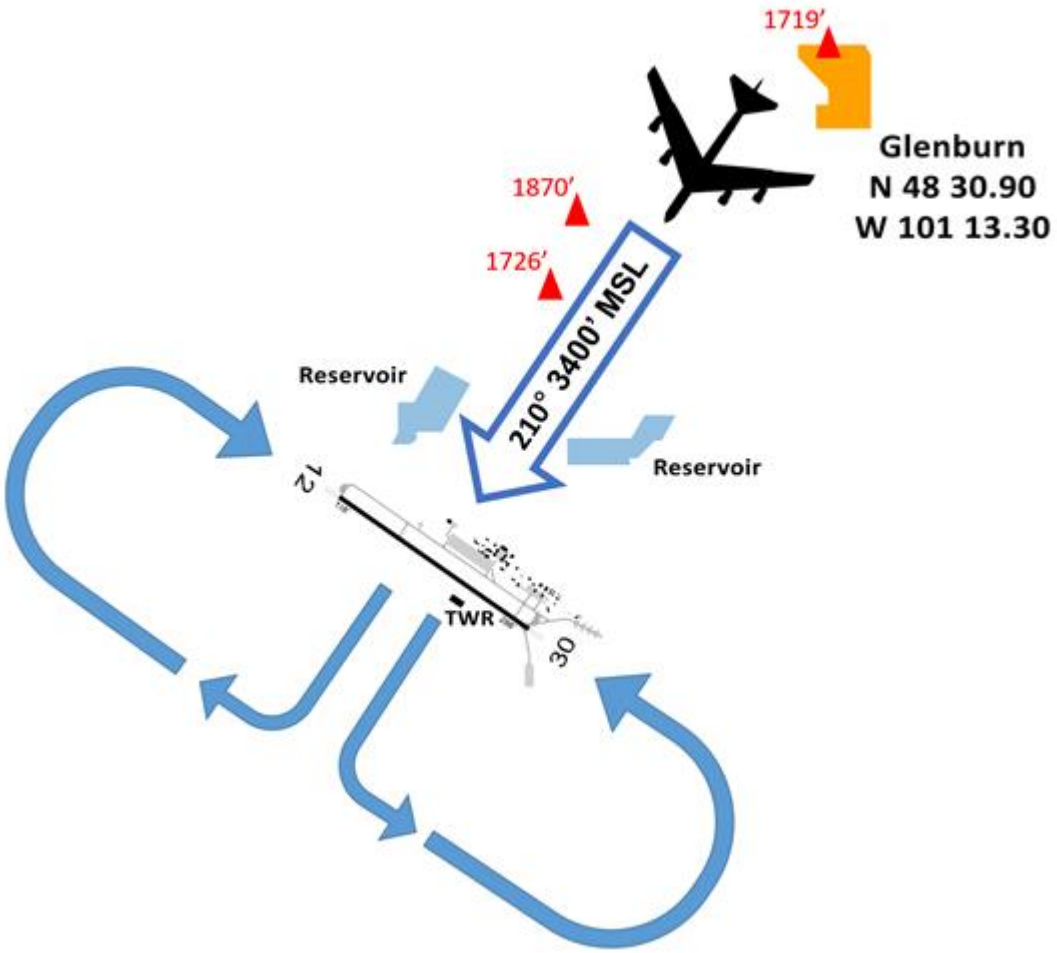
2.5.8.3. Fly to the VFR entry point at the town of Glenburn. Cross at or above 3400' MSL and report 'Glenburn' to tower.

2.5.8.4. Fly toward midfield on an approximate 210° heading and maintain 3400' MSL.

2.5.8.5. After crossing the runway, execute a right break to join RWY 12 downwind, or left to join RWY 30 downwind.

2.5.8.6. Aircrew are permitted to overfly base housing for this approach, but shall not overfly the WSA.

Figure 2.5. Striker Midfield North Approach.



2.5.9. Striker Midfield South Approach

2.5.9.1. Reported ceilings and visibility must be at or above 2,300' AGL and 3 SM. Additionally, DATCF (Minot Approach) must be open and the Minot tower CTRD must be operational. This approach will only be flown day VFR and 250 KIAS and 30 degrees of bank shall not be exceeded.

2.5.9.2. Request the 'Striker Midfield South' with DATCF on approach. IFR will be canceled once the pilots report the airfield in sight. Upon handoff, report to Minot Tower: '2 minutes from the Y-Intersection on the Striker Midfield South Approach'.

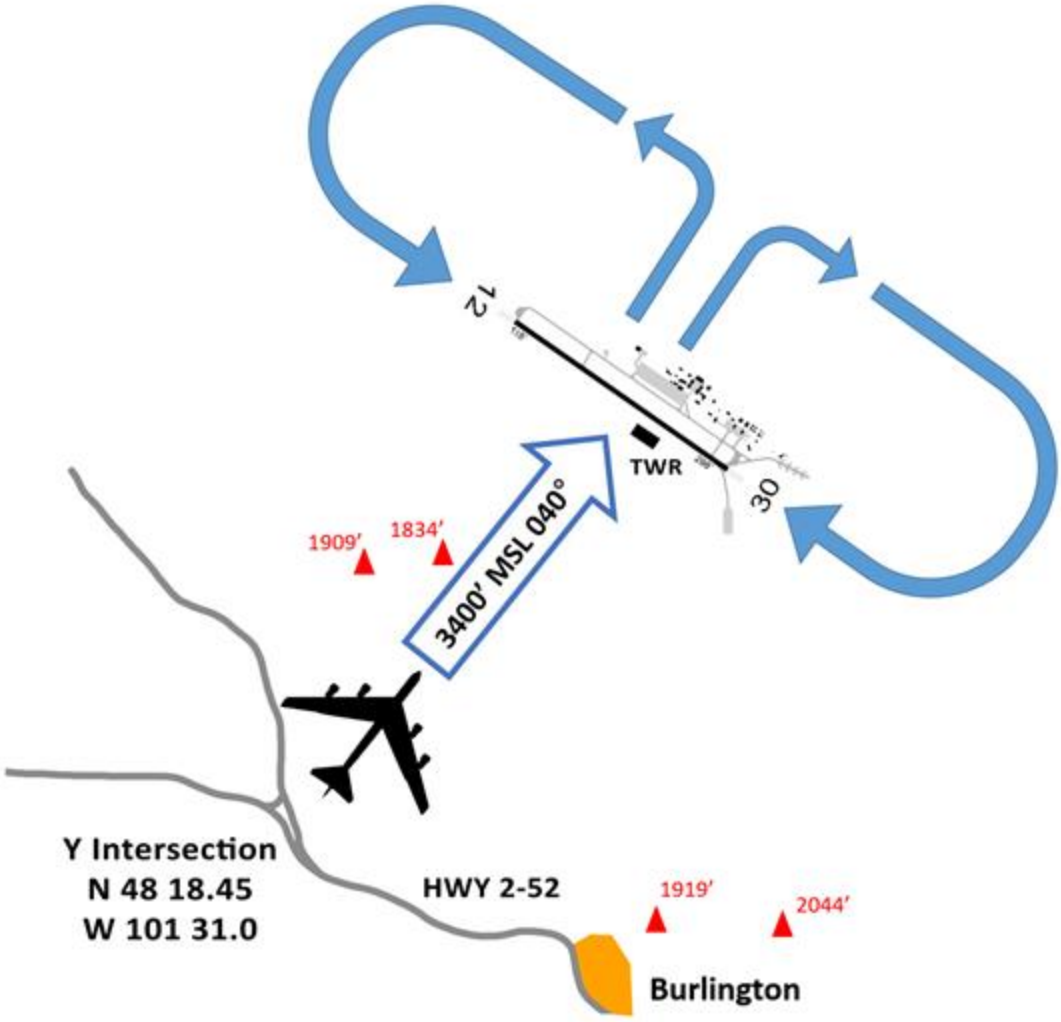
2.5.9.3. Report to the VFR entry point at the HWY 2-52 Y-Intersection. Cross the intersection at or above 4200' MSL and contact tower to report 'Y-Intersection Inbound Striker Midfield South Approach'.

2.5.9.4. Fly toward midfield on an approximate 040° heading. Within 5NM and at pilot's discretion, descend and maintain 3400' MSL.

2.5.9.5. After crossing the runway, execute a left break to join RWY 30 downwind, or left break to join RWY 12 downwind.

2.5.9.6. Aircrew are permitted to overfly base housing for this approach, but shall not overfly the WSA.

Figure 2.6. Striker Midfield South Approach.



2.6. Radar Traffic Pattern.

2.6.1. Minot Arrival airspace boundaries consist of a parallel line two miles south of the runway and a 20 mile arc north of the runway surface to 6,000' MSL.

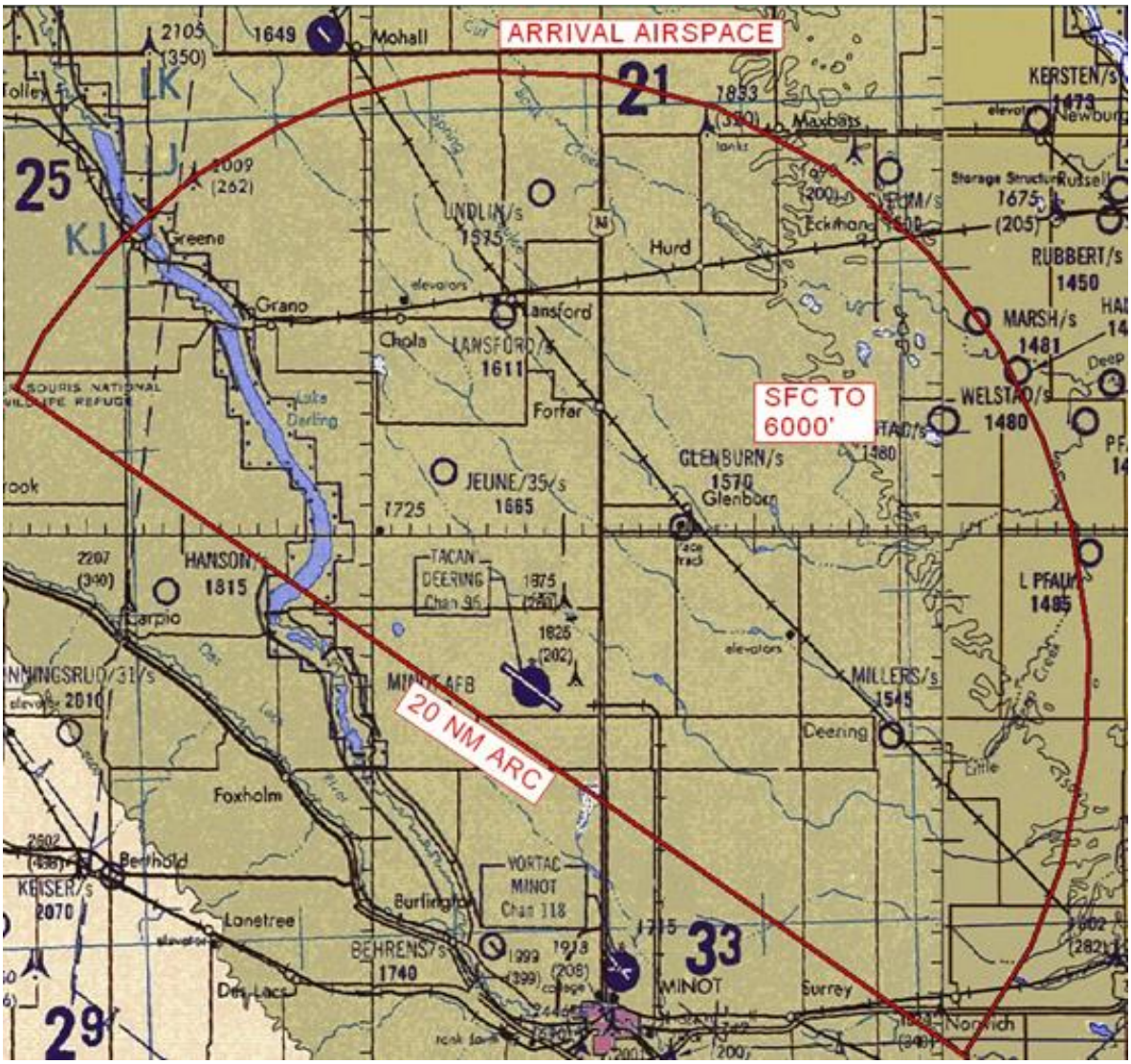
2.6.2. Fixed wing aircraft being vectored in the radar traffic pattern shall normally be on a downwind 6 miles north of and heading parallel to the runway. Base leg headings shall normally be issued between 10-15 miles from the airport on a heading that is 90 degrees off the runway heading. Dogleg headings shall be issued to give the aircraft a 30□ or less intercept angle to final approach.

2.6.3. Helicopter rectangular radar traffic patterns shall be conducted in the same manner as **paragraph 3.6.2** , with the exception that the downwind can be established three miles north of the runway if coordinated between Approach and Control Tower. Base turn shall be issued between 7-9 miles from the airport.

2.6.4. All portions of the radar traffic pattern shall normally be flown at 4,000' MSL unless otherwise directed by ATC or requested by the pilot and approved by ATC.

2.6.5. During periods when the radar is not operational, multiple practice approach patterns may be denied. Aircrew should expect to fly multiple practice approaches only in those situations where they are absolutely required (i. e. check rides). Under normal circumstances with a radar outage, aircrew can expect to fly one approach to a full-stop. Aircrew should expect to be given radials to the initial approach fix and to fly the full approach. No vectors shall be provided. Depending upon traffic, including traffic at Minot International Airport, holding instructions may be issued.

Figure 2.7. Arrival Airspace.



2.7. Breakout/Missed Approach/Go-around and Local Climbout.

2.7.1. All aircraft executing an IFR approach and remaining in the radar pattern will be instructed to fly runway heading, climb and maintain at or below 2,900' MSL until departure end of runway, then climb and maintain 4,000' MSL. Locally assigned aircraft will be instructed to, "EXECUTE LOCAL CLIMBOUT."

2.7.2. Standard go-around procedures shall be used by aircraft 6 miles or less from the runway. Base assigned aircraft shall be issued, "EXECUTE LOCAL CLIMBOUT" unless otherwise coordinated. Transient aircraft shall be issued "FLY RUNWAY HEADING, MAINTAIN AT OR BELOW 2,900 UNTIL DEPARTURE END, THEN CLIMB AND MAINTAIN 4,000".

2.7.3. An aircraft outside of 6 miles that is unable to complete the approach is a "Breakout". The Control Tower and Dakota Air Traffic Control Facility (DATCF) shall verbally coordinate the breakout instructions. Aircraft shall be issued, "(AIRCRAFT CALL-SIGN), APPROACH/LANDING CLEARANCE CANCELED, (ATC INSTRUCTIONS AND REASON). " Aircraft shall acknowledge instructions as soon as possible with ATC.

2.8. Lost Communications.

2.8.1. While in the radar pattern, if no transmissions are received for one minute, the aircraft shall attempt contact on 363. 8 UHF or 119. 6 VHF. If no response is received, squawk 7600 and proceed VFR. If unable to maintain VFR, climb to 6,000'MSL, intercept the Minot AFB (MIB) 15 Distance Measuring Equipment (DME) arc to final and proceed with a published instrument approach procedure. If on final, outside the final approach fix or turning to final, maintain the last altitude assigned by the controller until established on the appropriate segment of the approach procedure. If on final, inside the final approach fix and unable to proceed visually, execute a missed approach.

2.8.2. Departures: If radio communications cannot be established by 30 miles from the MIB TACAN, aircraft desiring to return to Minot AFB will squawk 7600, maintain an altitude of 14,000' MSL and proceed direct MIB TACAN. Aircraft shall then track out on the MIB 022 radial to TUBES and hold as published. When the aircraft is ready for the approach, it shall IDENT and start descent to 6,000' MSL in holding. When reaching 6,000' MSL, the aircraft shall execute either the ILS or TACAN to the runway from which it departed.

2.8.3. Arrivals: If radio communications cannot be established by 20 miles from the MIB TACAN, aircraft will squawk 7600, maintain the last assigned altitude and proceed direct the MIB TACAN. Aircraft shall then track outbound on the MIB 022 radial to TUBES and hold as published. When the aircraft is ready for the approach it shall IDENT and start descent to 6,000' MSL in holding. When reaching 6,000' MSL, the aircraft shall execute either the ILS or TACAN to the runway from which it departed.

2.9. Helicopter Procedures.

2.9.1. Avoidance Areas: Helicopters shall not operate over WSA adjacent to the APA, the munitions storage area adjacent to the Runway 12 approach end, the Combat Arms Training Maintenance (CATM) facility or the grenade firing range, unless directed by ATC. Avoid overflight of the MPA and the APA. Avoid overflight of the OPA and Taxiway Juliet when aircraft are parked there.

2.9.2. Taxiway Echo Operations: Taxiway Echo is a high-density aircraft and uncontrolled vehicular transit area (uncontrolled movement area). To enhance safety in the area, helicopter operations should be limited to the time necessary for safe aircraft arrival and departure. Helicopter aircrews shall exercise extreme caution when operating to/from Taxiway Echo and remain vigilant of vehicles at all times.

2.9.2.1. The Control Tower shall notify MOC when unaided night helicopter operations are in progress on Taxiway Echo.

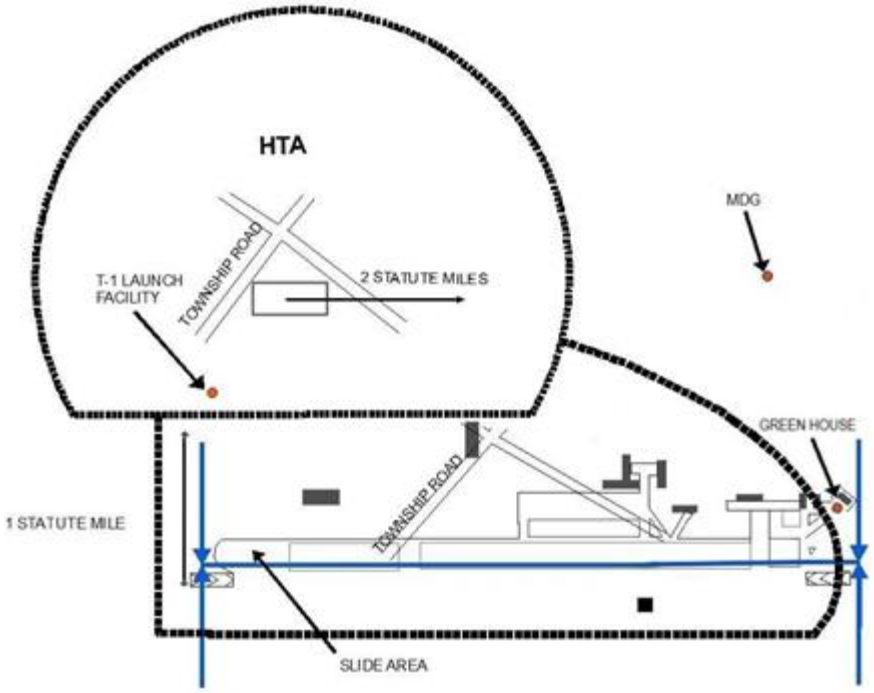
2.9.2.2. The Control Tower shall advise helicopter pilots of known vehicular traffic to include 5 MXS trailer operations. Trailer operations entail munitions being moved on Taxiway Echo.

2.9.2.3. Restrictions apply because the vehicles used to tow the munitions cannot turn around on Taxiway Echo.

2.9.3. Helicopter Landing Zones/Operational Sites

2.9.3.1. There are four helicopter landing zones (HLZs)/Operational Sites established in accordance With AFI 13-217: the Helicopter Training Area (HTA), the 5 Medical Group Pad, the Green House, and the area surrounding the T-1 Practice Launch Facility.

Figure 2.8. Helicopter Landing Zones/Operational Sites.



2.9.3.1.1. The 54 HS assumes operational responsibility while conducting operations at the HLZs located within the Minot AFB boundaries. The Control Tower shall provide traffic advisories, as required, for other air traffic around the HLZs. ATC is not responsible for separation between two or more helicopters in the vicinity of the HLZs Pilots must receive Control Tower approval to extend any of the lateral or vertical limits of any HLZ.

2.9.3.2. When operating in the HLZ, aircraft shall remain on the Control Tower frequency unless otherwise approved by the Control Tower. Control Tower approval is required prior to entering or departing any HLZ.

2.9.3.3. The HTA is located directly north of the small arms range, south of Township Road, east of the sewage lagoon, and west of Firing Lane. The airspace boundaries are defined as follows: within a two statute mile radius of the center of the slide area excluding the area south of a line one statute mile north and parallel to the runway centerline. The vertical limit of the HTA is from the surface to 2,400' MSL. Participating helicopters shall not operate south of the drainage ditch.

2.9.3.4. Non-participating aircraft shall remain outside the boundaries of the HTA or overfly the HTA at or above 2,900' MSL.

2.9.3.5. Participating aircraft shall not overfly any buildings to include the firing range, or the firing range vertical danger zones. Additionally, aircraft shall not operate in the HTA when the grenade launcher range is in use. 54 HS personnel must coordinate with CATM prior to using the HTA.

2.9.3.6. 54 HS is authorized to conduct aerial gunnery training with blank 7.62 ammunition at the Helicopter Training Area and T-1 Training Launch Facility to train security support forces in support of security operations. The HTA training firing vectors from 270-090 degrees. M-240 for these flights must have blank firing adapter attached to the end of the barrel. The use of MILES 2000 or an equivalent system may be used. Blank catch cans are required for each sortie.

2.9.3.7. T-1 will be used on an exercise basis only

2.9.3.8. The 5th Medical Group (MDG) Pad is located in the grass on the south side of the MDG between the staff parking lot and the golf course; it is marked with four yellow tires.

2.9.3.8.1. For night landings, all available aircraft lighting shall be used. Helicopter operations shall call Ambulance Services to have the site secured by 5th MDG personnel prior to approach and landing.

2.9.3.8.2. The 5 MDG landing area is an uncontrolled landing area. Aircraft requiring arrival/departures to/from the hospital landing area shall contact the Control Tower with intentions and the Control Tower shall issue the following advisories to helicopters operating from this site, "LANDING AT/DEPARTURE FROM THE MEDICAL GROUP WILL BE AT YOUR OWN RISK, NOT IN SIGHT FROM TOWER".

2.9.3.9. Tango-1 (T-1) Practice Launch Facility is west of Fire Line Rd abeam Fam Camp. The T-1 practice launch facility is an uncontrolled HLZ that may be utilized during 91 MW Launch Facility Recapture exercises. Aircraft requiring arrival/departures to/from the T-1 area shall contact the Control Tower with intentions and the Control Tower shall issue the following advisories to helicopters operating from this site, "LANDING AT/DEPARTURE FROM TANGO ONE WILL BE AT YOUR OWN RISK, NOT IN SIGHT FROM TOWER. "

2.9.3.10. Green House CRF/TRF facility between taxiways A NORTH and A SOUTH is an uncontrolled landing area. Aircraft requiring arrival/departure to/from the Green House shall contact the Control Tower with intention and the Control Tower shall issue the following advisory to helicopter operating from this area, "LANDING/DEPARTURE FROM GREEN HOUSE WILL BE AT YOUR OWN RISK, WIND [], USE CAUTION".

2.9.3.11. Slide Landing Areas**:** Slide landings shall be accomplished to the Delta Arm/De-arm Pad or runway 12/30. Slide landings perpendicular to the runway shall be made on Taxiway Delta when approved by the Control Tower.

2.9.4. **Helicopter VFR Procedures:**

2.9.4.1. Helicopter rectangular traffic pattern altitude is 2,200' MSL. The helicopter rectangular traffic pattern is open when there is a reported ceiling at or above 1,000' AGL and at least 3 miles of visibility.

2.9.4.2. Pilots not using radar services shall use the following procedures to avoid delays:

2.9.4.2.1. Maintain at or below 2,400' MSL when operating within 6 DME.

2.9.4.2.2. Remain clear of the final approach course and departure path until appropriate clearance has been obtained from the Control Tower.

2.9.4.3. Helicopter High Inside Downwind: This procedure allows helicopters to fly a shortened closed traffic pattern with a downwind leg over Perimeter Road or Taxiway Echo. A base turn shall occur between midfield and the approach end of the runway for a quick descent onto the runway. This procedure shall be flown at 2,500' MSL unless requested otherwise. The helicopter short approach pattern is open when there is a reported ceiling at or above 1,300' AGL and at least 3 miles of visibility. Helicopter aircrews requesting this procedure will request a "left/right high inside downwind. " Controllers will reply with, "LEFT/RIGHT HIGH INSIDE DOWNWIND APPROVED, REPORT BASE. "

2.9.4.4. During comm-out, when approaching from north of the field, enter the HTA, flash landing lights at the Control Tower and watch for appropriate light signals from the Control Tower. Do not proceed closer than 1/2 mile until receiving light gun instructions from the Control Tower.

2.9.4.5. During comm-out, when approaching from south of the field, fly toward the Control Tower, flash landing lights and watch for appropriate light signals from the Control Tower. Do not proceed closer than 1/2 mile until receiving light gun instructions from the Control Tower.

2.9.5. Helicopter Special VFR Procedures:

2.9.5.1. The Control Tower shall be the approval authority for SVFR helicopter arrivals and DATCF shall be the approval authority for SVFR helicopter departures that will leave Class D airspace. The Control Tower shall receive a SVFR clearance from Approach prior to issuing a departure clearance. The DATCF shall coordinate with the Control Tower prior to issuing a SVFR clearance for any arrival to enter the Class D Airspace. If approval for SVFR cannot be given, the helicopter shall hold outside the Class D Airspace or on the ground, as appropriate.

2.9.5.2. Helicopters requiring special routing, other than direct to the airport for landing or direct exit of the Class D Airspace, shall be assisted to the extent possible consistent with other traffic.

2.9.5.3. SVFR helicopter operations are authorized IAW FAAO 7110. 65, in the HTA at the same time IFR approaches and departures are in progress when one of the following criteria is met:

2.9.5.3.1. The Control Tower provides visual separation.

2.9.5.3.2. Pilots maintain visual separation from other IFR traffic.

2.9.5.4. If visual separation cannot be used, the Control Tower directs the helicopter to remain north of the small arms firing range. SVFR helicopters operating in the HTA shall not be granted approval to depart the HTA when other SVFR operations are being conducted in the Class D Airspace, unless the Control Tower is able to visually separate the helicopters or pilots are able to provide their own separation.

2.9.5.5. Simultaneous SVFR/IFR separation requirements: If the provisions for visual separation authorized by this paragraph cannot be applied, the following separation minima shall be used between a SVFR helicopter and an arriving or departing IFR aircraft.

2.9.5.5.1. Apply 1/2 mile separation if the IFR aircraft is less than 1 mile from landing.

2.9.5.5.2. Apply 1 mile separation if the IFR aircraft is 1 mile or more from landing.

2.9.5.6. If it is necessary to deny SVFR operations, ATC shall advise the pilot of the amount of delay, in minutes, to expect. IFR aircraft have priority over SVFR unless special mission requirements dictate otherwise (SAR, Air Evac, priority ground movement flight following, etc.).

2.9.6. Search and Rescue, and Air Evacuation Missions: Air evacuation missions shall be cleared to overfly the base in the most direct manner. Departures and arrivals from Minot AFB and the 5 MDG HLZs are authorized during missions of this nature.

2.9.7. Emergency Rescue Missions: Appropriate control and clearing authorities shall ensure helicopters on emergency rescue missions are dispatched without delay.

2.9.7.1. Pilots of helicopters shall use the statement “EVAC” when requesting priority as a medical emergency. Helicopters on emergency rescue missions shall have priority IAW **paragraph 3.3**.

2.9.7.2. For SAR missions, aircraft shall use the call sign "AIR FORCE RESCUE" and squawk 1277 Mode 3 transponder (if VFR).

2.9.8. Convoy Escort: To expedite helicopters escorting convoys through the Class D airspace of Minot AFB and Minot International Airport, they shall squawk 0444. Maximum effort shall be made to avoid delays through the Class D airspace.

2.9.9. Missile Field Departure: A contingency response to a real-world or exercise situation in the missile field shall normally be launched from the parking ramp or Greenhouse and can be comm-out.

2.9.9.1. The 54 HS duty desk shall coordinate with the Control Tower and inform the Control Tower of the impending departure, if it is comm-out. When the duty desk is not open, the aircraft commander is responsible for coordination.

2.9.9.1.1. Aircrews do not require engine start approval from Ground Control under these circumstances and shall start engines at their discretion while monitoring 278. 425 UHF (LODGE and the Control Tower frequency. Aircrews operating comm-out are cleared to taxi at their own discretion to the Greenhouse to onload Security Forces. Aircrew are to remain North of the Controlled Movement Area while taxiing to the Greenhouse.

2.9.9.1.2. If operating comm-out, the Control Tower will indicate departure clearance via a GREEN light gun signal. Otherwise, aircrews shall request departure clearance with the control tower when ready. During comm-out procedures, aircrew shall notify the control tower they are ready for departure by the following:

2.9.9.1.3. Between sunrise and sunset: While hovering, either turn the helicopter toward the controlling facility and flash the landing light or rock the tip path plane.

2.9.9.1.4. Between sunset and sunrise: the helicopter shall flash the landing light.

2.9.10. Local Helicopter Approaches:

2.9.10.1. North Corridor Departure: Helicopters shall climb to 2,000’ MSL and depart the airfield to the north following the drainage ditch while avoiding the areas in **paragraph 2.9.1**.

2.9.10.2. North Corridor Arrival: Helicopters shall follow the drainage ditch in from the north side of the base, remaining at or above 2,000’ MSL until on final approach.

2.9.10.3. Summit Avenue Departure: Helicopters shall depart East bound towards the Greenhouse, avoiding overflight of the Sierra Ramp, turn north between the Pride Building and the WSA, climb to 2,000’ MSL by the Pride Building, and join the drainage ditch prior to Missile Ave to follow the drainage ditch splitting Minot AFB housing. Helicopters will avoiding direct overflight of base housing. Depart the corridor over the draining ponds north of base. The APA and the WSA are no fly areas.

2.9.10.4. Summit Avenue Arrival: Helicopters enter the corridor over the north drainage ponds at 2,000’ MSL and follow the drainage ditch south bound toward Missile Ave. Avoid directly overflying base housing, the WSA, and the Pride Building. Fly towards the Greenhouse and descend from 2,000’ MSL for final approach abeam the Pride Building. Don’t overfly the Greenhouse, the APA, and Sierra Ramp.

2.9.10.5. Golf Course Departure: Helicopters take off East bound towards the Green House, avoiding overflight of the Sierra Ramp, turn north between the Pride Building and the WSA, climb to 2,000’ MSL by the Pride Building. The APA and the WSA are no fly areas. At the Pride Building, turn east bound between the 5 Medical Group Building and the WSA to fly over Rough Rider Golf Course and exit the corridor when crossing Highway 83.

2.9.10.6. Golf Course Arrival: Helicopters arriving enter the corridor at 2,000' MSL over Highway 83 Westbound between the 5 Medical Group and WSA to the South and proceed direct to the Pride Building. The WSA is a No-Fly. Avoid directly overflying base housing, the WSA, and the Pride Building. Fly towards the Greenhouse and descend from 2,000' MSL for final approach to the Greenhouse or Rescue pad 1 abeam the Pride Building. Don't overfly the greenhouse, the APA, or Sierra Ramp.

2.9.11. Uncontrolled Airfield Procedures

2.9.11.1. Uncontrolled airfield operations are permitted for helicopters assigned to the 582 Helicopter Group. Helicopter units on temporary duty status to Minot AFB may also conduct uncontrolled operations from Minot AFB provided they comply with the following procedures and a Memorandum of Understanding (MOU) is established between the 5 OG/CC and the Senior Operational Commander of the TDY unit. Uncontrolled operations are approved to occur on a long term basis (more than 30 days in length) at Minot AFB.

2.9.11.2. Hours for uncontrolled operations shall be defined as those hours in which the runway, Control Tower, and Airfield Management are closed as published in the IFR supplement or via NOTAM. See **paragraph 1.2** for normally scheduled hours of operation.

2.9.11.3. Operations supervision for uncontrolled airfield operations will be in accordance with AFI 11-418 and applicable supplements.

2.9.11.4. Flight crews will file flight plans and all flight planning materials in accordance with local procedures. Flights that require recovery via instrument approach should plan to land at Minot International Airport. Crews should report FOD, wildlife activity, airfield lighting or NAVAID abnormalities, suspicious activities, apparent unauthorized aircraft landings, and any other significant airfield related information to the duty desk.

2.9.11.4.1. Departure and Arrival:

2.9.11.4.1.1. 54 HS shall ensure the runway and departure and landing areas are free of vehicles, personnel, and objects that could cause unsafe conditions. Crews will utilize 120. 65 VHF as the Common Traffic Advisory Frequency (CTAF). Because this is also the Local Control frequency, it shall allow Control Tower personnel to record all transmissions even during periods of facility closure.

2.9.11.5. The 54 HS duty desk officer will notify Command Post and MOC as early as possible regarding pending uncontrolled airfield operations. Command Post will also be notified of intended departure and arrival times. The duty desk will obtain status of airfield and any ongoing or planned airfield operations that shall occur during proposed uncontrolled airfield operations and ensure the areas around the helicopter ramp and/or the designated operating area are inspected prior to commencing flight operations. When uncontrolled operations to the runway are required, the aircraft commander will visually inspect the surface area prior to arrivals or departures. Additionally, Command Post will be notified in the event of a ground emergency, IFE, overdue aircraft, and when uncontrolled airfield operations are complete.

2.9.11.6. Command Post shall:

2.9.11.6.1. Relay information to 54 HS/TDY unit duty desk officer concerning the status of airfield operations that are ongoing or planned during the time of proposed uncontrolled airfield operations. This includes disseminating emergency information affecting airfield conditions to the 54 HS/TDY unit duty desk officer.

2.9.11.6.2. Relay all reports of abnormal occurrences on or near the airfield to the 5 OSS/CC.

2.9.11.6.3. Follow Overdue/Missing Aircraft Checklist in the event an aircraft is overdue by 30 minutes, IAW AFI 13-202, *Overdue Aircraft*.

2.9.11.6.4. Notify Security Forces Law Enforcement Desk, Security Forces Control Center and Fire Dispatch when uncontrolled airfield operations begin and end.

2.9.11.6.5. Notify the following agencies and implement appropriate operations plans in the event of an uncontrolled aircraft emergency:

2.9.11.6.5.1. Security Forces Control Center Fire Department Hospital/EMT service

2.9.11.6.5.1.1. 5MSG/CC

2.9.11.6.5.1.2. 5OG/CC

2.9.11.6.5.1.3. 5OSS/CC

2.9.11.6.5.1.4. 5BW Safety

2.9.11.6.5.1.5. 582HG Safety MOC

2.9.11.7. Fire Dispatch shall:

2.9.11.7.1. Respond to all emergencies during uncontrolled flight operations as directed by Command Post or 54 HS/TDY unit duty desk officer.

2.9.11.7.2. Report all reductions in fire, crash and rescue response to Command Post when the airfield is closed.

2.9.11.8. 5 OG/CC or designated representative shall suspend flying/airfield operations if unsafe conditions exist.

2.9.11.9. Control Tower shall ensure all transmissions on 120. 65 VHF are recorded during periods of airfield closure.

2.9.11.10. Unit Airfield Driving Program Managers shall ensure that all vehicle operators on the airfield are educated on uncontrolled airfield operations IAW Minot AFBI 13-213.

2.10. Intersection Departures: Intersection departures are not authorized for 5 BW aircraft except when specifically approved by the 5 OG/CC. Intersection departures are authorized for transient aircraft.

2.10.1. Air Traffic Control Tower shall issue feet remaining IAW FAAO JO 7110. 65 to all transient aircraft requesting an intersection departure. See **Figure 1.2** Runway distances remaining from the taxiway intersections are as follows:

2.10.1.1. Runway 12: Charlie Taxiway – 9,050 ft. Runway 30: Bravo Taxiway – 12,150 ft. Runway 12: Bravo Taxiway – Not Authorized Runway 30: Charlie Taxiway – Not Authorized

Chapter 3

IFR PROCEDURES

3.1. Airborne Radar Directed Approaches (ARDA): Aircrews executing ARDAs shall be cleared for a TACAN or Visual approach. ARDA approaches must be conducted with the DASR operational under Visual Meteorological Conditions (VMC) from the final approach fix through the missed approach point. Additional procedures are described in AFI 11-2B-52v3, Minot AFB SUP, Chapter 8.

3.2. IFR Departures:

3.2.1. Visual Cutoff during Formation Departures: During formation departures when conditions permit, aircraft may request visual cutoff procedures. Example: "(Aircraft ID) REQUEST VISUAL CUTOFF. " Approach/Departure Control shall deny or approve the request and provide instructions as needed to each aircraft.

3.2.2. Clearances: Pilots shall contact Minot Clearance Delivery (326. 2) to obtain their IFR or SVFR clearance. To avoid departure delays, every effort should be made to resolve clearance discrepancies prior to taxiing for departure. Aircraft can expect delays in excess of 15 minutes if changes to IFR clearances are made within 10 minutes of estimated time of departure.

3.2.3. If Clearance Delivery and Airfield Management do not have a clearance in the system for a specified call-sign, Clearance Delivery shall advise the pilot/flight lead to contact their squadron operations for correction or re-filing of clearance. Aircrew may also contact Airfield Management via PTD (372. 2) for flight plan corrections.

3.2.4. Formation Departures: In the event of an aborted takeoff during a formation departure, the Control Tower shall echo the abort information as stated by the pilot verbatim on frequencies 243. 0 UHF and 121. 5 VHF. If the last aircraft of a formation operation passes an abort advisory, the Control Tower need not transmit the abort information.

3.3. Local Aircraft Priorities: Aircraft priorities shall be based on a first come, first serve basis in order to provide for the safe and expeditious flow of traffic IAW FAAO 7110. 65. ATC shall use the following local order of priorities:

3.3.1. Emergency War Order (EWO) Launch Bust Out and Buggy Ride Launches

3.3.2. Emergency Security Response

3.3.3. Aircraft Emergencies

3.3.4. Primary Nuclear Airlift Force/Nuclear Off Base Movements (OBMs)

3.3.5. MEDEVAC /Lifeguard missions

3.3.6. Search and Rescue (SAR) Missions Presidential aircraft

3.3.7. FAA Flight Check DV Aircraft

3.3.8. Higher Headquarters (HHQ) directed missions

3.3.9. Controlled Departures**:** All scheduled departures listed on the flying schedule are considered to be controlled departures, except those aircraft that shall remain in the local flying area.

3.4. Actual and Practice Alert Procedures.

3.4.1. Alert Force Movements: Bust Out, Buggy Ride and other alert exercises may require movement of alert forces.

3.4.1.1. "Bust Out" and "Buggy Ride" are the unclassified code words used to notify ARTCC facilities of the need for an expeditious departure of alert aircraft from a base due to civil disturbances or disaster. For further details, refer to the associated OPLAN.

3.4.1.2. The Command Post shall notify the Control Tower of the implementation of "Bust Out" or "Buggy Ride. "

3.4.1.3. The Control Tower shall immediately notify DATCF and clear all known traffic from the "Bust Out" and "Buggy Ride" departure route, whichever is appropriate.

3.4.2. Alert Response Procedures:

3.4.2.1. Upon request, the Control Tower shall issue the wind for the runway, pressure altitude, and temperature for calculation of takeoff data.

3.4.2.2. When notified of an alert aircraft launch, the Control Tower shall implement the following procedures as appropriate:

3.4.2.2.1. Suspend all takeoffs except for aircraft on departure roll.

3.4.2.2.2. When the alert launch is initiated, all arriving aircraft outside 1 mile from the approach end of the runway shall be sent around or broken out as appropriate.

3.4.2.2.3. Aircraft declaring minimum or emergency fuel and IFEs have priority over aircraft responding to alerts except when "Bust Out" or "Buggy Ride" has been implemented.

3.4.2.2.4. Notify Approach that an alert launch is in progress and to anticipate a 15-minute delay for traffic. Request the use of 318. 2 UHF for use by all alert force aircraft.

3.4.2.2.5. Restrict movement of taxiing aircraft on all taxiways until the alert vehicles and crews have responded to their aircraft.

3.4.2.2.6. Issue clearances on 318. 2 UHF as required for the alert aircraft to enter the runway.

3.4.2.2.7. Resume normal runway operations only after 5 OG/CC approval.

3.4.2.3. Normal operations shall be resumed in accordance with the following procedures:

3.4.2.3.1. Actual Alert: After coordination with the Command Post.

3.4.2.3.2. When normal alert operations are resumed, all Alert Force aircraft shall be directed to contact ground control on 275. 8 and 318. 2 shall be returned to DATCF.

3.4.3. Comm-out/Min Comm Procedures:

3.4.3.1. During initial engine run prior to going to the alert facility the Flight Lead shall contact Clearance Delivery to receive the flights clearance and transponder codes for the flight.

3.4.3.2. The Control Tower shall notify Approach Control upon notification of "Klaxon" or when the Control Tower observes aircrews start moving to aircraft.

3.4.3.3. Aircrews shall taxi to active runway on frequency 253. 5 (Local Channel 3). Aircrews shall not be required to obtain approval for taxi.

3.4.3.4. The Control Tower shall issue current wind and altimeter setting on frequency 253. 5 (Local Channel 3) and activate the steady green light gun signal for flight to depart upon first aircraft turning on to either taxiway Alpha (Runway 30 in use) or Delta (Runway 12 in use).

3.4.3.5. Workload permitting, the Control Tower shall give a rolling call on all aircraft to Minot Approach.

3.4.3.6. After departing aircrews shall call Approach on frequency 259. 1 (Local Channel 4) for radar identification and altitude assignment.

3.5. Aerial Refueling/AR-629 Usage: Aerial refueling in AR 629 will be IAW the *"Aerial Refueling Route 629 Operations"* Letter of Agreement. Refueling activities not listed on the flying schedule shall be coordinated with DATCF Chief Controller by the 5 OG unit scheduling the aerial refueling.

3.6. Quadrant Holding Procedures:

3.6.1. Minot Approach will provide quadrant holding within 25NM of the Deering TACAN and Minot Approach's vertical (SFC-FL230) and lateral confines. This will ensure aircraft remain clear of Canadian border and within Minot Approach's airspace. Quadrant holding is defined as:

3.6.1.1. North Quadrant: Remain north of the 270 degree radial to north of the 090 degree radial within 25NM of the Deering TACAN, altitude assigned by ATC (Preferred & Primary).

3.6.1.2. NE Quadrant: Remain east of the 360 degree radial to north of the 090 degree radial within 25NM of the Deering TACAN altitude assigned by ATC.

3.6.1.3. NW Quadrant: Remain west of the 360 degree radial to north of the 270 degree radial within 25NM of the Deering TACAN, altitude assigned by ATC.

3.6.1.4. South Quadrant: Remain south of the 270 degree radial to south of the 090 degree radial within 25NM of the Deering TACAN, altitude assigned by ATC.

3.6.1.5. SE Quadrant: Remain south of the 090 degree radial to east of the 180 degree radial within 25NM of the Deering TACAN, altitude assigned by ATC.

3.6.1.6. SW Quadrant: Remain south of the 270 degree radial to west of the 180 degree radial within 25NM of the Deering TACAN, altitude assigned by ATC.

3.6.2. Scheduling: ATC nor any agency will schedule this airspace. Pilots shall include in the remarks section of their flight plan the requested delay in quadrant holding. Holding will be given on a first come first serve basis. Altitude may be requested, but controllers will adjust based on traffic conditions. Example: RMKs D+100 N Quadrant.

3.6.3. Altitudes and Restrictions: Quadrant holding is only available during Minot Approach published hours. ATC reserves the right to deny holding at any time based on traffic and work load conditions. Quadrant holding will not normally be given during the active departure phase of a mass launch exercises. Additionally, all quadrant holding will be terminated upon the loss of radar feed. Furthermore, ATC may assign an altitude or degree restriction at any time due to traffic conditions. Finally block altitudes may be requested for flights. Formation flights are responsible for their own separation during quadrant holding. **EXAMPLE:** "(CALL SIGN), CLEARED TO FLY THE NORTH QUADRANT AS PUBLISHED MAINTAIN ASSIGNED ALTITUDE."

3.7. Mass Launch Procedures: Notify and coordinate with DATCF, Minneapolis ARTCC, and Minot Tower at least 30 days prior to the operation IAW FAA JO 7610.4.

Chapter 4

EMERGENCY PROCEDURES

4.1. Primary Crash Alarm System (PCAS) Procedures.

4.1.1. The PCAS can only be activated from the Tower and includes two-way communications with the Control Tower, Airfield Management, the Fire Department, and Ambulance Services (hospital). Daily PCAS checks occur between 0800L-0830L each weekday, or within 30 minutes of opening when the Control Tower is operational on weekends and holidays.

4.1.2. The Control Tower shall activate the PCAS for any observed, reported, or possible in-flight or ground emergencies, aircraft mishaps, stolen/hijacked aircraft, aircraft with hung ordnance, bomb threats, hot brakes, B-52 high speed aborts and pilot requests assistance, unauthorized aircraft movement, prior to Control Tower evacuations (if time permits) and after reoccupation of the Control Tower, and to report natural disasters and civil disturbances.

4.1.3. The Control Tower shall relay the following information over the PCAS, as applicable: Whether the emergency is an in-flight or ground emergency, aircraft call sign and/or tail number, type aircraft, nature of emergency, number of personnel on board, fuel remaining, any explosives/munitions (type and class) on board, landing runway, wind direction/speed, estimated time of arrival or location (if ground emergency), and any other pertinent/available information.

4.1.4. The Control Tower shall re-activate the PCAS when new or revised information is obtained. If time is critical, this information shall be relayed directly to the support vehicles via land mobile radios (LMR).

4.1.5. If the PCAS fails, the Control Tower shall pass emergency information to Airfield Management via direct line. Airfield Management shall disseminate this information via the Secondary Crash Net.

4.2. Secondary Crash Net (SCN):

4.2.1. Airfield Management shall activate the SCN to relay information critical to aircraft and airfield operations (e. g. hazardous weather warnings, IFEs, ground emergencies, Force Protection (FPCON) levels, Emergency Operations Cell activations/recalls, bomb threats or terrorist activities) IAW AFMAN 13-204v2. To ensure reliability, the SCN shall be tested daily. The back-up SCN shall be tested monthly. Back-up SCN procedures require that Airfield Management dial each required support agency via landline to pass information.

4.2.2. SCN agencies are limited to agencies requiring emergency action/response to aircraft incidents/mishaps. Specific agencies and phone requirements are listed in AFMAN 13-204v2.

4.2.3. Requests for additions/deletions to the SCN must be coordinated through the Airfield Manager (AFM) and forwarded to the 5 OSS/CC for approval/disapproval.

4.3. Aircraft Emergency/Mishap Response:

4.3.1. In the event of an aircraft mishap or emergency, the Control Tower shall:

4.3.1.1. Immediately activate the PCAS using procedures outlined in **paragraph 4.1**, providing all available information regarding the emergency or mishap. **NOTE**: As soon as practical, grid map coordinates shall be provided to all concerned through activation of the primary crash net.

4.3.1.2. The Control Tower shall advise all ground traffic when emergency vehicles respond to a mishap or emergency. The Control Tower shall coordinate aircraft taxi with Chief 2.

4.3.1.3. Chief 2 shall assume responsibility for all emergency response vehicles on the Crash Net when authorized to enter the CMA following suspension of runway operations. Those vehicles and responders shall remain under positive control of Chief 2 at all times. All other vehicles require specific approval by the Control Tower prior to entering the CMA.

4.3.1.4. In the event of an In-Flight Emergency (IFE), the aircraft experiencing the emergency should be assigned Local Channel 5 (395. 0) or Channel 6 (318. 2) to the maximum extent possible. Once the aircraft has landed and exited the runway they will inform Ground Control that brakes are set and radar is down. Ground Control will then release Channel 5/6 to Chief 2. Chief 2 will then return Channel 5/6 to tower in lieu of terminating the emergency.

4.3.1.5. Upon termination of an emergency, Chief 2 shall ensure all emergency response vehicles within his control are off the runway and relay this information to the Control Tower. In the event these vehicles need continued access to the runway, Chief 2 shall ensure the remaining vehicles establish contact with the Control Tower on the Ramp Net and receive approval to remain on the runway.

4.3.1.6. In the event of a mishap/crash, all references to the crash site shall include grid map coordinates.

4.3.2. In the event of an aircraft mishap or emergency, Airfield Management shall:

4.3.2.1. Activate the SCN using procedures outlined in **paragraph 4.2** providing all available information regarding the emergency or mishap.

4.3.2.2. Utilize the Airfield Management emergency and mishap notification checklists as required. For mishaps, record information IAW AFMAN 13-204v2.

4.3.2.3. Airfield Management is required to assess airfield operations/situations, determine operational requirements and impose airfield restrictions as needed. (e. g. , closing/suspending operations on aprons, taxiways and runways). During an aircraft mishap or incident involving the airfield/aircraft, Airfield Management's primary focus is on the airfield, overseeing critical response/recovery operations IAW AFMAN 13-204v2 and imposing restrictions as needed. An assessment of the area must be completed by Airfield Management prior to Airfield Management resuming operations.

4.4. Off-Base Mishaps: In the event an off-base mishap report is received from a credible source, (ATC facility, Sheriff's Department, etc.) the Control Tower shall activate the PCAS. Anytime the source of a mishap report is questionable, the Control Tower shall notify Command Post to verify the authenticity of the report. During these circumstances, the Control Tower shall activate the PCAS as directed by the Command Post or base officials.

4.5. Emergency Locator Transmitter (ELT) Response: ELT tests are limited to the first five minutes of every hour for three audible sweeps. For all other ELT alarms, Control Tower shall notify DATCF (Minneapolis ARTCC if DATCF is closed) and Airfield Management. The Control Tower shall advise whether the ELT is transmitting on UHF 243. 0 or VHF 121. 5. Airfield Management shall attempt to locate the ELT source IAW the designated facility checklist.

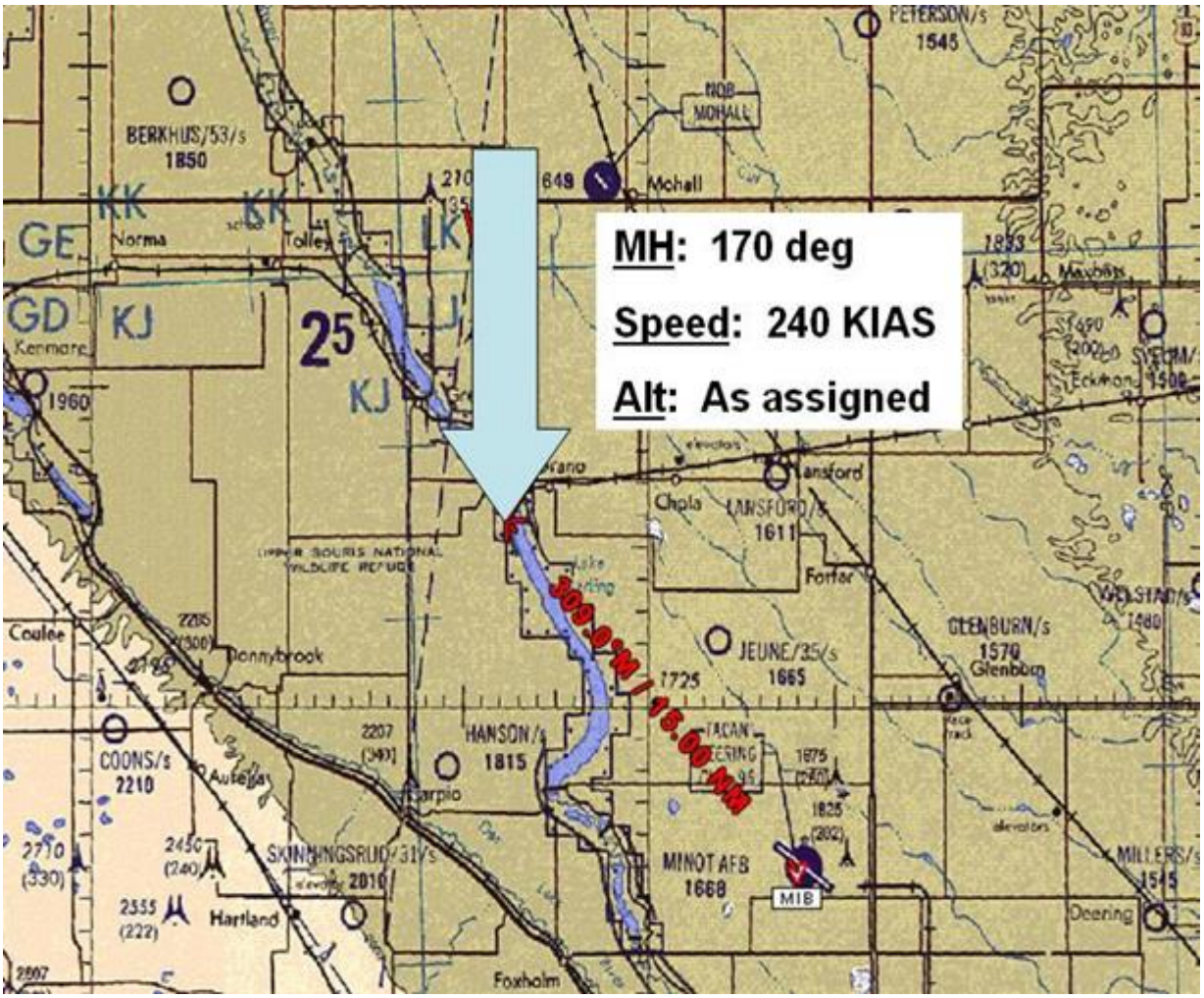
4.6. Airfield Operations Flight Actions Following an On/Off-Base Mishap:

4.6.1. Control Tower personnel shall notify the CCTLR, ACCTLR or AOF/CC immediately. Airfield Management personnel shall notify the AFM, Deputy Airfield Manager (DAFM) or AOF/CC immediately.

4.6.2. The AOF/CC, CCTLR and AFM shall ensure completion of actions following a mishap as outlined in AFMAN 13-204v1 and local directives/checklists.

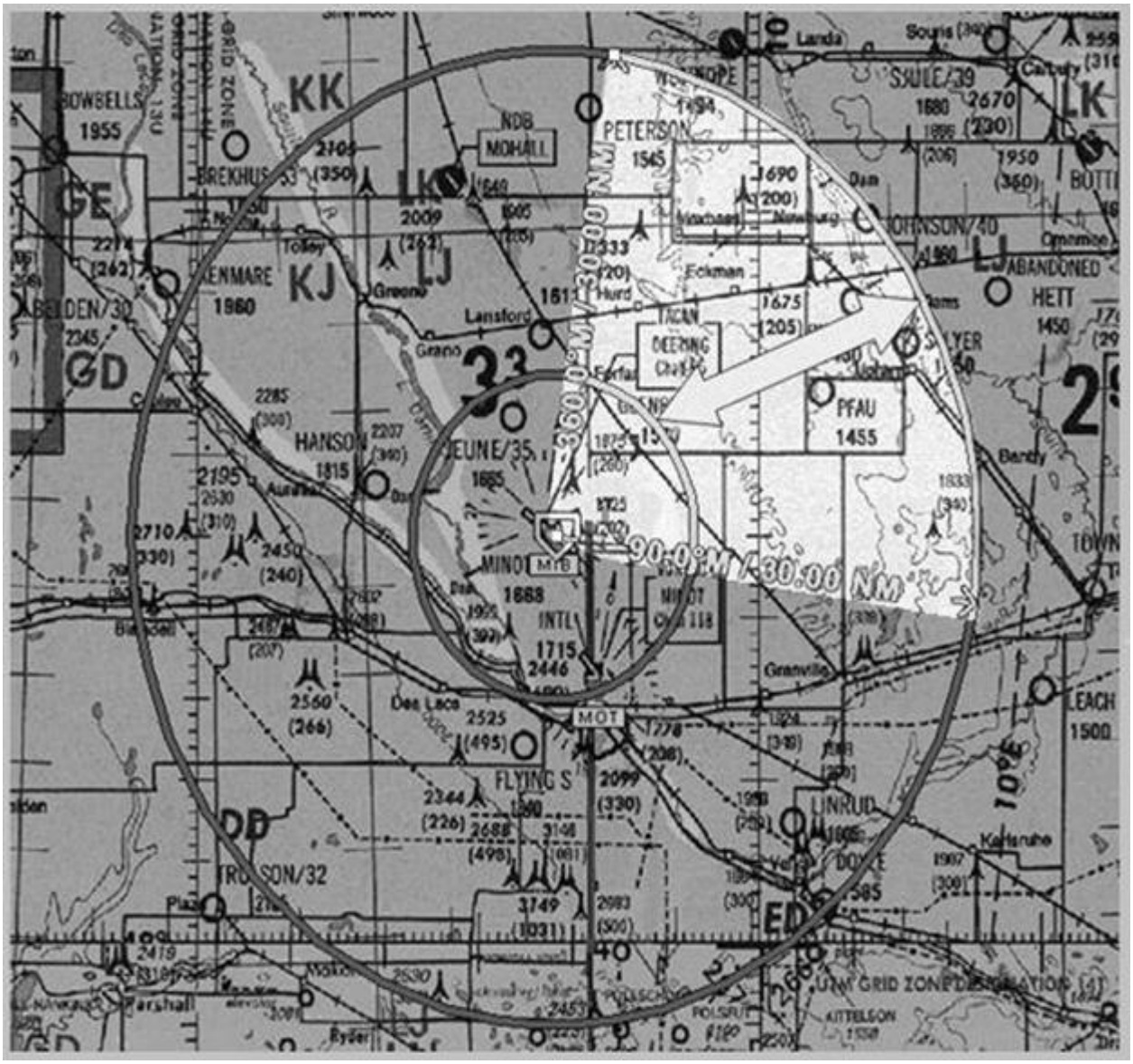
4.7. External Stores Jettison: This area is 15 DME on the Deering TACAN radial 309. Aircraft should cross this point north to south heading 170 degrees, 240 knots indicated, and at an altitude assigned by ATC.

Figure 4.1. External Stores Jettison.



4.8. Fuel Dumping Procedures: The designated fuel dumping area is the area between the Deering TACAN 360 radial clockwise to the 090 radial between 10 DME and 30 DME, at or above 4,100' MSL. (see **Figure 4.2**).

Figure 4.2. Fuel Dump Procedures.



4.9. Hot Brake Areas and Procedures.

4.9.1. The Control Tower, when notified of or observing an aircraft with possible hot brakes, shall activate the PCAS and direct the aircraft to a designated clear area as follows:

4.9.1.1. When practical, the nearest hot brake area (Alpha or Delta Arm/De-arm Pads). See **Figure 4.3**.

4.9.1.2. The Control Tower shall direct other aircraft or vehicles to avoid passing within 300' of the hot brake aircraft via alternate routes, if practical.

4.9.2. Crew members that suspect their aircraft has hot brakes shall notify the Control Tower, taxi to the nearest hot brake area and, when practical, remain clear of other aircraft.

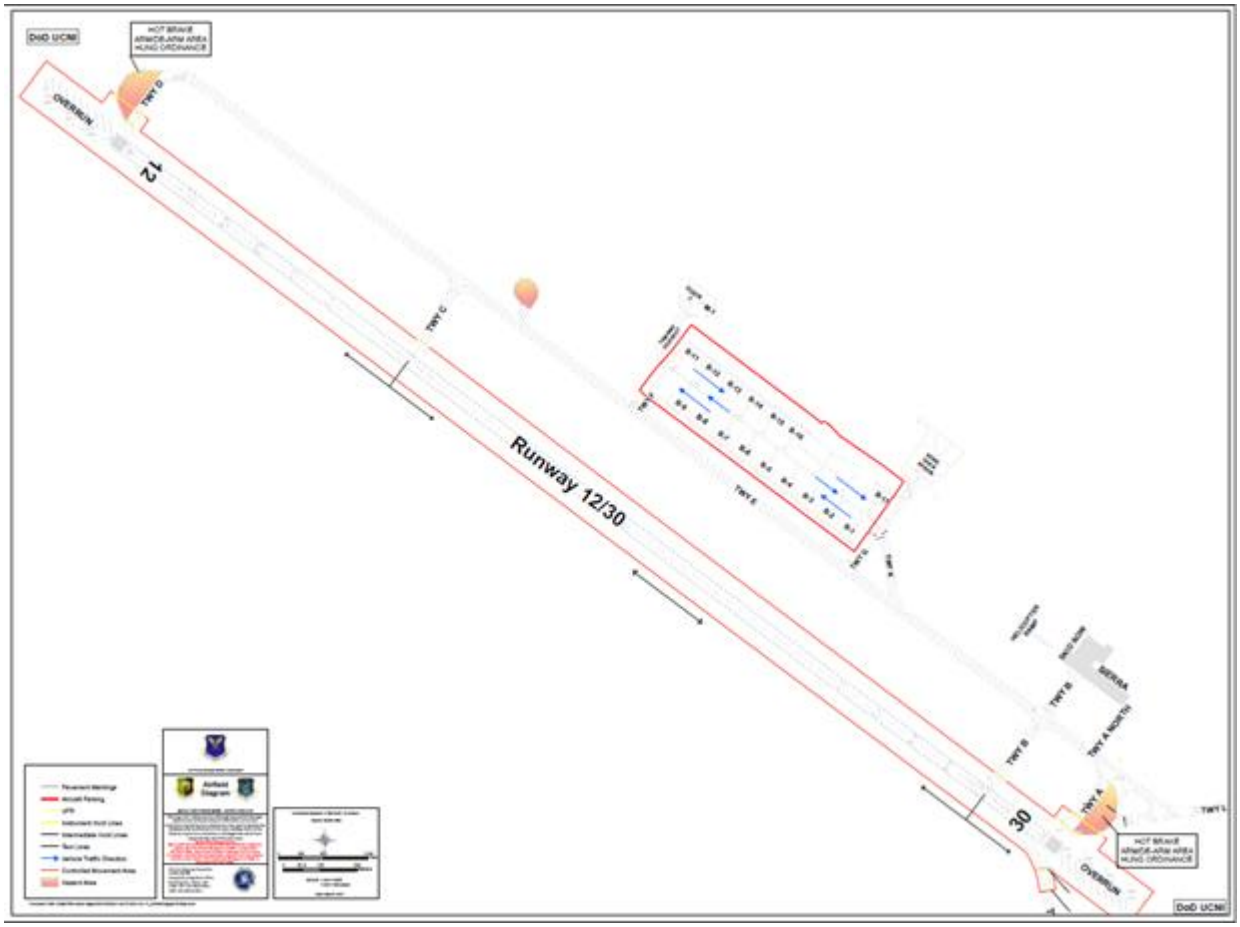
4.9.3. The Fire Department shall respond to the hot brake aircraft and assume a surveillance position IAW CEMP 10-2 if the Fire Chief determines a fire is imminent.

4.9.4. When an aircraft with hot brakes is detected in the parking area, in addition to the above, the following procedures shall apply:

4.9.4.1. Engines running. The Control Tower shall direct the aircraft to taxi to the nearest clear area on Taxiway Echo and stop. This shall be done at the discretion of the pilot.

4.9.4.2. Engine shut down. All non-essential personnel shall be evacuated and, if practical, aircraft within a 300-foot radius shall be removed.

Figure 4.3. Hot Brake Locations.



4.10. Hung Ordnance Procedures.

4.10.1. Hung Ordnance. All aircraft arriving with hung ordnance shall be considered an emergency. Aircraft shall be directed to fly a straight-in approach to the active runway unless requested otherwise by the pilot.

4.10.1.1. If recovering with hung ordnance, aircrew will perform a straight-in approach to the runway in use.

4.10.1.2. Aircraft landing with hung ordnance will taxi to the appropriate location. If the release of ordnance cannot be verified, it will be considered "hung".

4.10.1.3. Departure end Arm/De-arm Pads (Alpha and Delta) are the designated Hung Ordnance locations. See **Figure 1.3 and Figure 1.4**.

4.10.1.4. No alternate hung ordnance location has been determined. Following visual confirmation that all ordnance is safe by the appropriate authority, the aircraft will coordinate with Ground Control for tow coordination or taxi to parking.

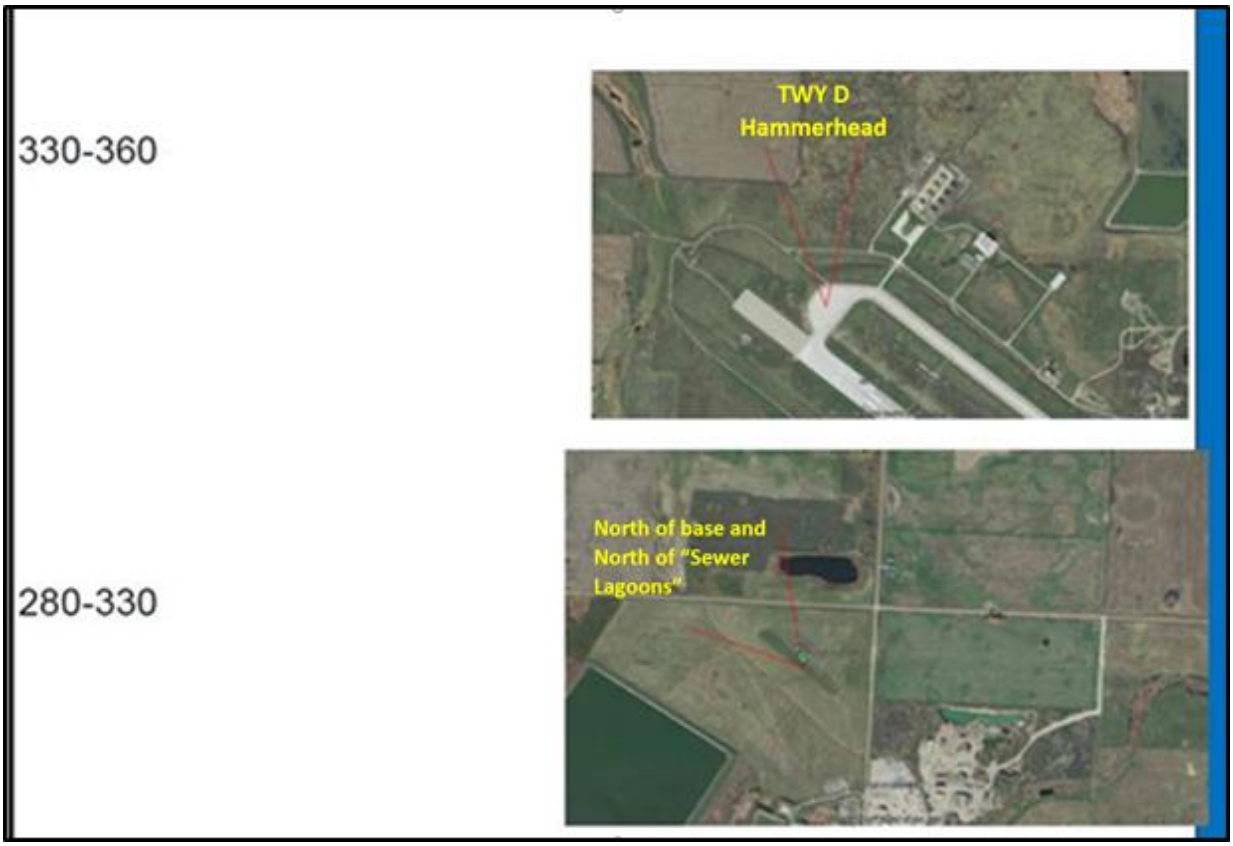
4.10.1.5. In the event that multiple aircraft return with hung ordnance, the priority locations are: 1) Departure End Arm/De-arm Pad, and 2) Arrival End Arm/De-arm Pad.

4.10.1.6. Transient aircraft shall be directed to the appropriate de-arming area by the Control Tower. **Note:** Retained ordnance is not considered an emergency unless declared so by the pilot, Control Tower, or respective OG/CC or their designated representative, the SOF.

4.11. Hot Gun Procedures.

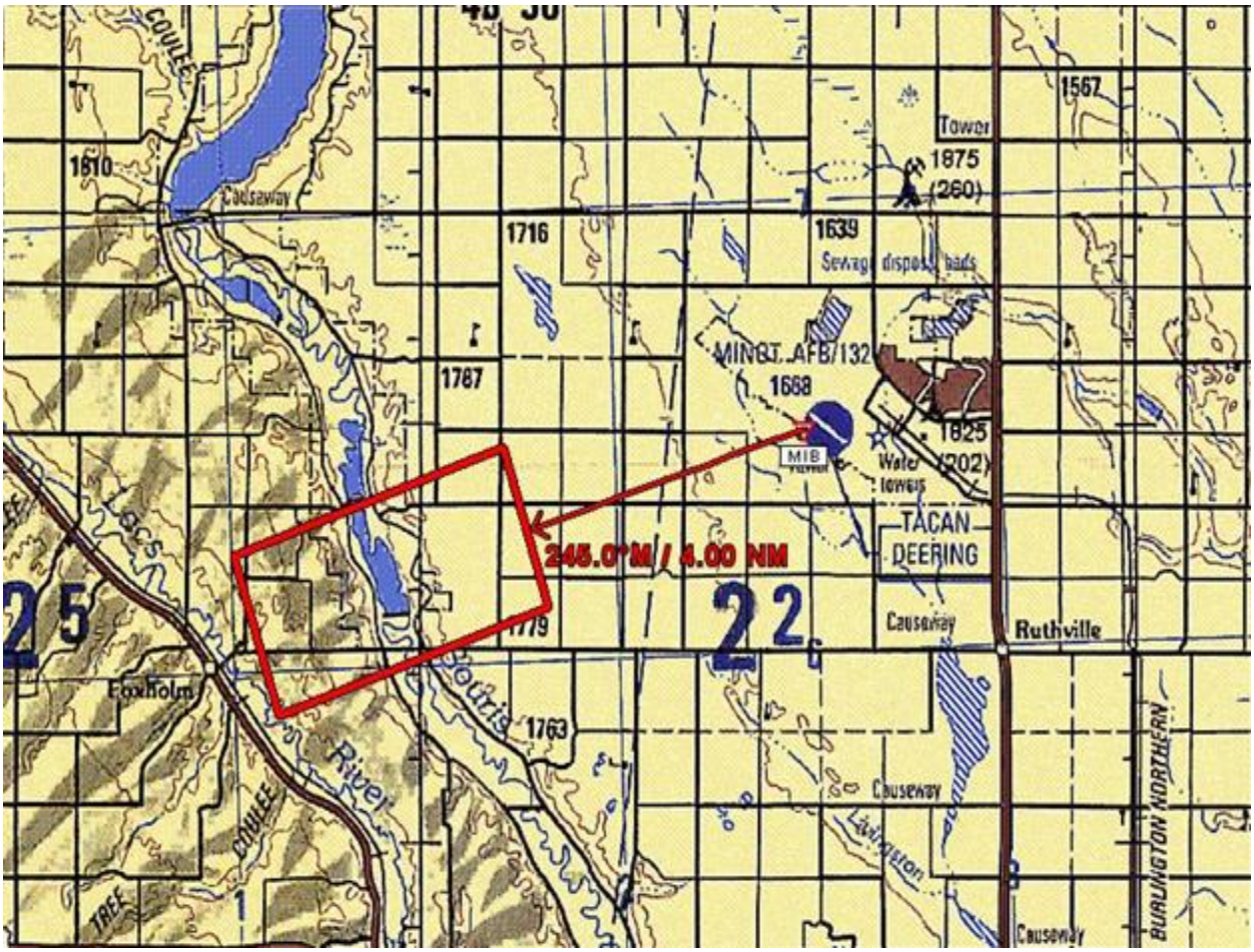
4.11.1. The primary Hot Gun area is the Taxiway Delta Hammerhead. Crews will land with the weapon facing between 330-360 pointed at the ground. The alternate Hot Gun area is the HTA. Crews will land with the weapon facing between 280-330 and point at the ground.

Figure 4.4. Hot Gun Areas.



4.12. Controlled Bailout Area: This area is 4 NM long and 2 NM wide. The location is 4 DME outbound on the Deering TACAN radial 245. See **Figure 4.5**.

Figure 4.5. Controlled Bailout Location.



4.13. Fuel or Oil Spills: Maintenance representatives for the affected aircraft are responsible for the clean-up of all spills. Fire protection personnel shall respond to all spills and shall direct maintenance personnel on clean up procedures as required.

4.14. Anti-Hijack/Unlawful Seizure of Aircraft.

4.14.1. The installation response to aircraft hijack or theft attempts is outlined within the Minot AFB Integrated Defense Plan. Additional information is contained within AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking),* and FAA Order JO 7610. 4, *Special Operations*.

4.14.2. ATC responsibilities are limited to immediately activating the PCAS, issuing current position information, and assisting the Incident Commander by forwarding updated information and relaying any orders or instructions.

4.14.3. AM responsibilities are listed in the Minot AFB IDP. Unscheduled Aircraft Arrivals/Departures/Taxi

4.14.4. The Control Tower shall validate Prior Permission Required (PPR) and authorization to land at Minot AFB with Airfield Management for all non-base-assigned aircraft arrivals that have not been previously coordinated.

4.14.5. ATC shall relay information on unauthorized aircraft entering the Class D airspace to Central Security Control (CSC) via direct ring line, Security Incident Hot Line (DSN 453-3000) or 911. The PCAS shall be activated for unauthorized aircraft landing, departure or taxi.

4.14.6. The Control Tower shall instruct the pilot of any unidentified aircraft that has landed at Minot AFB to taxi the aircraft to a location isolated from restricted areas and from Protection Level 1, 2, 3 or 4 resources and notify CSC.

4.14.7. Procedures for hijacked aircraft are maintained in ATC facilities.

4.14.8. For unauthorized civil aircraft landings, the AFM shall coordinate with appropriate base agencies IAW AFI 10-1001.

4.15. Dangerous/Hazardous Cargo Notification:

4.15.1. The primary parking location for hazardous cargo is the HCP and the alternate location is the APA spots 24-26.

4.15.2. Pilots shall accomplish the notifications required by operational directives (AFJI 11-204, *Operations Procedures for Aircraft Carrying Hazardous Material*) at least 30 minutes prior to arrival, if possible. **Note:** Hazardous Materials is defined as any material that is flammable, corrosive, an oxidizing agent, explosive, toxic, poisonous, etiological, radioactive, nuclear, unduly magnetic, a chemical agent, biological research material, compressed gases, or any other material that, because of its quantity, properties, or packaging, may endanger human life or property. This does **NOT** include explosives or other hazardous materials that are integral parts of the aircraft (for example, ejection devices, fuel, including that carried for in-flight refueling, or ammunition when it is loaded in aircraft gun systems).

4.15.3. Airfield Management shall notify Tower, Command Post, 5 BW/SEW, and Fire Department of inbound aircraft carrying hazardous cargo. Airfield Management shall designate an appropriate parking location.

4.16. Bomb Threat Aircraft: The HCP and Taxiway Charlie shall be used to park aircraft that may have a bomb on board. The PCAS and SCN shall be activated when there is notification of a bomb threat involving a civil or military aircraft, or ATC facility. Call CSC to request the 5 SFS explosive detection K-9 team.

4.17. Evacuation of Airfield Operations Facilities/Alternate Facility Procedures.

4.17.1. Air Traffic Control Facilities: The decision to evacuate the Control Tower shall be the responsibility of the AOF/CC, Chief Controller (CCTLR), or the Watch Supervisor/Senior

4.17.2. Controller (WS/SC). Time and safety permitting, and depending on the reason for evacuation, the WS may assign an individual to remain in the tower parking lot to allow emergency responders access to the facility. No individual will be assigned to remain in the tower parking lot if a risk of injury exists. The primary evacuation location is Airfield Management **Note**: Minot AFB does not have an alternate ATC facility.

4.17.2.1. The Control Tower shall evacuate when the wind is 78 knots sustained or gusts, or a disaster is determined imminent and likely to cause severe damage to the Control Tower, or any time the on-duty WS deems necessary for safety of personnel. Time and safety permitting, the Control Tower WS shall ensure the following actions are accomplished:

4.17.2.1.1. Transmit to all airborne aircraft under Control Tower control, "MINOT CONTROL TOWER IS EVACUATING, (reason), MAINTAIN VFR, CONTACT MINOT APPROACH CONTROL ON FREQUENCIES 363. 8 or 119. 6" (Repeat).

4.17.2.1.2. Notify Command Post and transmit to all ground operations, "MINOT CONTROL TOWER IS EVACUATING, (reason) ALL AIRCRAFT AND VEHICLES REMAIN OFF THE RUNWAY, AIRCRAFT MONITOR COMMAND POST ON FREQUENCY 321. 0, VEHICLES MONITOR THE RAMP NET" (Repeat).

4.17.2.1.3. Activate the PCAS and pass all known information.

4.17.2.1.4. Notify Approach of evacuation, giving call signs and location of all aircraft being sent to their frequency.

4.17.2.2. Airfield Management will send a NOTAM indicating that the airfield is uncontrolled when the Control Tower evacuates.

4.17.2.3. Reoccupying the Control Tower

4.17.2.3.1. The Base Fire Chief, CE Structural Maintenance, or designated representative shall determine structural stability for safe reoccupation if necessary.

4.17.2.3.2. Upon receiving approval to reoccupy the building, the Control Tower WS/SC shall:

4.17.2.3.2.1. Send qualified controllers to the Control Tower to perform equipment checks and reopen the primary facilities. When normal services can be resumed, provide ATC service and recall controllers from the shelter location.

4.17.2.3.2.2. Activate the PCAS and advise that the Control Tower is operational.

4.17.2.3.2.3. Notify the following individuals: AOF/CC, CCTLR, and 5 OSS/CC.

4.17.2.3.2.4. Transmit on all frequencies (except guard and LMR Nets, unless deemed necessary by the WS/SC): "MINOT CONTROL TOWER IS OPERATIONAL."

4.17.3. Airfield Management and Weather Flight: In the event Airfield Management and/or Base Weather has to evacuate, the affected section shall use their available evacuation checklist.

4.18. Alternate Facility. The Control Tower serves as the Airfield Management alternate facility. In the event that the Control Tower also becomes unavailable, Airfield Management personnel will operate out of the AMOPS vehicle.

Chapter 5

FLIGHT PLANNING PROCEDURES

5.1. Flight Planning Procedures. All aircraft departing Minot AFB must have a flight plan on file with Airfield Management prior to engine start except those flying "Buggy Ride/Bust Out" departures. 5 BW-assigned aircraft listed on the flying schedule for that day may start engines and taxi to the instrument hold line to expedite aircraft movement. The SOF should be used as a verifying authority for the flight schedule, when available. The SOF can be used as a verifying authority for aircraft engine start and taxi when unforeseen circumstances arise. Under no circumstances shall any aircraft other than Buggy Ride/Bust Out departures be allowed to depart without a flight plan.

5.1.1. Original flight plans shall not be accepted via radio. Locally-filed flight plans may be amended via any means provided an original flight plan was filed. Amendments through Airfield Management may only be made prior to take-off.

5.1.2. An aircraft commander on a stopover flight/divert may re-file or amend the flight plan with Airfield Management via any means (radio, telephone, etc.) provided Airfield Management personnel verify an original flight plan was filed.

5.1.3. IAW AFMAN 13-204v2, flight plans must be filed in person unless unit-specific procedures are outlined in this instruction or a Letter of Agreement (LOA) is established between Airfield Management and the user(s) (local squadrons, etc.). LOAs must indicate that the user shall maintain the original flight plan IAW the Air Force Records Disposition Schedule (RDS).

5.1.4. All VFR flight plans out of the local area and transient VFR flight plans shall be verbally passed to the Control Tower. The local VFR area for the purpose of passing a local VFR flight plan is defined as a 100 NM radius of the MOT VORTAC, excluding Canada.

5.1.5. All IFR flight plans shall be entered into the air traffic system through the Aeronautical Information System Replacement (AISR) to Minneapolis ARTCC. Airfield Management will follow back up procedures established via Letter of Agreement with another base's Airfield Management facility in the event access to AISR cannot be established. If this fails, the next means of sending flight plans is via fax to Minneapolis ARTCC military desk.

5.1.6. Local flying squadron flight crews must file flight plans electronically in accordance with the LOA established between Airfield Management and the units. In the event of a system outage, Airfield Management will be used as a backup facility.

5.1.7. Airfield Management shall:

5.1.7.1. Upon receipt of a flight plan, review for accuracy and completeness. Coordinate any corrections with the flight crew.

5.1.7.2. Relay flight plans on proposed departures and arrivals for all aircraft to the Control Tower, including any changes to proposed times.

5.1.7.3. File faxed or e-mailed flight plans in the same manner as original flight plans.

5.1.7.4. Original flight plans shall be delivered to Airfield Management IAW the LOA.

5.1.7.5. 54 HS filing procedures: Helicopter Operations shall call Airfield Management at the start of the duty day to verify EPEX's local VFR flight plans for the day. Call sign, type of aircraft, estimated time of departure (ETD), and estimated time en route (ETE) shall be passed to Airfield Management.

5.1.7.6. Once the flight plan is acknowledged as accepted in AISR, Airfield Management shall relay the call sign, type of aircraft, ETD, and ETE to the Control Tower.

5.2. Controlled Takeoff Times (CTO): All scheduled departures listed on the flying schedule are considered to be controlled departures, except those aircraft that will remain in the local flying area.

5.3. Customer Surveys. Pilots are encouraged to forward comments on airfield facilities (e. g. NAVAIDS, signage, markings, lighting, etc.), local ATC, Airfield Management, and Weather services.

5.4. Notice to Airmen (NOTAM) Procedures.

5.4.1. Airfield Management is the primary NOTAM-issuing facility for Minot AFB. Control Tower is designated as the primary NOTAM-monitoring facility and NAVAID monitoring facility.

5.4.2. In the event Airfield Management is unable to publish NOTAMs, they shall coordinate IAW established NOTAM backup procedures LOA.

5.4.3. The Terminal Instrument Procedures (TERPS) office is the Series V NOTAM authority and shall coordinate with Airfield Management when Series V NOTAMS are sent. All NOTAMs are established using criteria in AFI Interservice Publication 11-208, *Department of Defense Notice to Airmen (NOTAM) System*.

5.5. Flight Information Publications (FLIPs): Airfield Management maintains a FLIP account and is the OPR for FLIP changes. Suggested change(s) to FLIP documents shall be sent to Airfield Management.

Chapter 6

SPECIAL AIRFIELD SUPPORT REQUIREMENTS

6.1. Security Support.

6.1.1. ATC shall assist with installation security in accordance with this instruction and 5 BW OPLAN 31, Minot AFB *Integrated Defense Plan*.

6.1.2. The Control Tower shall ensure CSC is notified of any sightings of suspicious and/or unusual incidents or personnel and shall provide the security controller with the approximate location.

6.1.2.1. Local Security Forces require advance notice of potential hostile inbound aircraft, i. e. , diverse, uncoordinated, unannounced, inbound helicopters and light civil aircraft headed toward Minot AFB. See **paragraph 2.20** for further information on unscheduled aircraft arrivals.

6.1.2.2. The Control Tower shall assist security forces in identifying potentially hostile aircraft. Information on unauthorized aircraft shall be relayed to CSC via direct ring line, Security Incident Hot Line (DSN 453-3000) or 911 from the Control Tower.

6.1.2.3. The Control Tower shall report all unauthorized aircraft movement to CSC.

6.2. Weapons Storage Area (WSA) and Munitions Storage Area (MSA):

6.2.1. The Control Tower shall, to the maximum extent possible, ensure aircraft under their control do not overfly the WSA and MSA below 4,200’ MSL. During movements or generations, aircraft may overfly the WSA and MSA at or above 3,500’ MSL upon receiving Control Tower approval.

6.2.2. Hostile aircraft identification must not rely solely upon ATC visual and radar observation because it is not a fail-safe means of identifying potentially hostile aircraft. When the Control Tower is closed, in accordance with FAA Joint Order 7110. 65, the airfield reverts to Class G (uncontrolled) airspace from the surface to 700’ AGL and Class E airspace above. Accordingly, civil aircraft may fly IAW federal aviation regulations not lower than 500’ AGL over unpopulated areas and 1,000’ AGL over populated areas.

6.3. Weapon System Evaluation Program (WSEP) Operations. The Control Tower and Airfield Management shall be operational and on frequency no later than 2 hours prior to an aircraft ETD or ETA. If an aircrew needs to start engines earlier than scheduled, their commander must coordinate with the 5 OSS/CC at least 12 hours in advance.

6.4. Primary Nuclear Airlift Forces (PNAF) Movements/Convoy Mission Support:

6.4.1. ATC and Airfield Management shall refer to Minot AFB Plan 31, vol 1, Integrated Defense Plan to determine airspace, airfield and movement restrictions during PNAF or convoy mission operations.

6.4.2. The airfield shall be open during convoy movements.

6.4.3. The Control Tower shall give the weapons convoy priority over other air and ground traffic. **Exception**: Aircraft emergencies, Air Evac missions operating under pilot declared priority authority, and 54 HS contingency operations.

6.4.3.1. These procedures will prohibit direct overflight of Prime Nuclear Airlift Force aircraft during operations IAW AFI 91-101 paragraph 3.5.5.

6.4.3.1.1. During "Convoy Lockdown", 54 HS aircraft may continue scheduled operations and will avoid overflight of taxiway Echo and/or the convoy route. ATC will not approve helicopter movement on ramp or operations to/from Rescue Pad 1/helo parking area when weapon movement vehicles are on Taxiway Echo.

6.4.3.1.2. During "Airfield Lockdown", 54 HS aircraft will avoid overflight of the convoy route, limit all takeoffs and landings to the North Corridor, and remain clear of KMIB airspace unless arriving/departing. ATC will not approve helicopter movement on ramp or operations to/from Rescue Pad 1/helo parking area when weapon movement vehicles are on Taxiway Echo.

6.4.3.1.2.1. 54 HS aircraft in direct support of On Base Movements are allowed to operate and maneuver as required in support of the convoy, but will avoid overflight of base housing and restricted areas.

6.4.4. During Airfield Lockdown, the following will apply.

6.4.4.1. Non-participating aircraft may conduct engine run and/or engine start procedures, regardless of their location on the airfield.

6.4.4.2. Non-participating aircraft tow or taxiing operations will NOT be conducted.

6.4.4.3. Explosive Ordinance Disposal (EOD) operations will not be authorized.

6.4.5. Convoy Movements between WSA and APA:

6.4.5.1. Control Tower shall restrict all airfield movement for non-participating aircraft east of taxiway Bravo to include the Greenhouse.

6.4.5.2. All fixed-wing aircraft requests to depart Runway 30 full-length will be directed by ATC to utilize taxiway Bravo to access the runway and back-taxi for a full-length departure.

6.4.5.3. All engine runs on APA and Greenhouse require Command Post approval until movement is reported complete by 5 SFS.

6.4.6. Convoy Movements between WSA and MPA:

6.4.6.1. Control Tower shall restrict all airfield movement for non-participating aircraft east of taxiway Foxtrot.

6.4.6.2. All engine runs require Command Post approval until movement is reported complete by 5 SFS.

6.4.7. Deviations to these procedures or those outlined in Minot AFB Plan 31, vol 1, Integrated Defense Plan must be coordinated through 5 BW/CAT.

6.5. Strategic Arms Reduction Treaty Notification Protocol:

6.5.1. Airfield Management shall advise Command Post when a 5 BW flight plan is filed with a destination other than Minot AFB.

6.5.2. Airfield Management shall call Command Post again with the B-52 departure time.

6.5.3. Airfield Management shall notify Command Post of the ETA of any B-52 aircraft once a departure message is received from the departing base. Airfield Management shall also notify Command Post with the actual departure time and destination of 5 BW assigned B-52 aircraft.

6.5.4. Airfield Management shall notify Command Post when they receive an arrival message from a destination location for a B-52 flight originating from Minot AFB.

6.6. Global Thunder/Prairie Vigilance:

6.6.1. ATC will not approve non-participating aircraft transitions through Minot AFB class D airspace within 1 mile of the airfield.

Chapter 7

MISCELLANEOUS PROCEDURES

7.1. Waivers to Airfield/Airspace Criteria: 5 CES is the OPR for both temporary and permanent airfield waivers; airfield waivers shall be identified as a joint effort between 5 OSS and 5 CES. Airfield waivers shall be prepared, coordinated, and reviewed as required IAW UFC 3-260-01, AFMAN 13-204v2, and AFGSCI 32-1056, *Airfield Planning and Design*.

7.2. Prior Permission Required (PPR) Procedures.

7.2.1. Requests for PPRs will be coordinated through Airfield Management. Airfield Management will coordinate all requests for PPRs through the appropriate agencies using locally developed operating instructions and checklists.

7.2.2. Approved PPR requests and accompanying details will be updated on the Airfield Status slides located on SharePoint and an e-mail will be sent out to the Minot AFB Airfield/Air Flow Status distribution list. This will be used to inform the appropriate agencies of mission details, service requirements, etc.

7.2.3. For PPR requests that fall outside of published Transient Alert hours, published airfield hours, or will drive the airfield to open earlier or remain open past closure times, the Airfield Operations Flight Commander or their representative will forward request details up the chain of command to receive approval from the 5 OG/CC to ensure proper maintenance support will be provided and no conflicts exist.

7.3. Air Evacuation Aircraft Notification and Response Procedures: The Control Tower will notify Fire Department when medical Air Evac flights are 15 flying miles out and inbound for landing.

7.4. Distinguished Visitor (DV) Notification:

7.4.1. Airfield Management will notify the Control Tower, Command Post, Protocol, MOC, TA, and WX upon notification of a DV inbound and will pass any updated information on arrival or departure of DVs if the time changes by plus or minus 15 minutes. **Note:** Protocol is responsible for updating and maintaining the DV marquee.

7.4.2. Protocol will act as the single focal point for all inquiries and information concerning DV arrivals. Agencies other than Command Post and Airfield Management will not contact DATCF or Control Tower directly. Command Post will receive notification on DV arrival from Airfield Management.

7.4.3. Airfield Management will request a 60-mile-out call from DATCF. For aircraft being controlled using non-radar procedures, a call NLT 30 miles out will be made.

7.5. Weather and Coordination Procedures: Minot AFBI 15-101, *Weather Support Document*, outlines hazardous/severe weather notification procedures and lightning response.

7.5.1. Airfield Management shall activate the Secondary Crash Net (SCN) during any weather warnings. Airfield Management personnel shall also announce over the Ramp Net any information received for Weather Warnings. This is to alert contractors on the airfield and airfield drivers of possible adverse conditions.

7.5.2. ATC shall receive weather messages through the AFAS. Upon notification of lightning within 5 or 10 miles or a tornado warning, the Control Tower shall inform all aircraft on their frequencies and include the warnings on the ATIS.

7.5.3. The 5 OG/CC or designated representative may authorize aircraft approaches or departures if thunderstorms are officially observed between 5 and 10 NM from the airfield. Thunderstorms must not be producing hazardous conditions at either the airport or in the landing or takeoff corridors being used. Thunderstorms must not be forecast or observed to be moving in directions that threaten either the airport or landing/takeoff corridors. Crew and passengers shall remain on board the aircraft until the lightning warning expires. Crews should not expect any ground support during the warning period.

7.6. Airfield Snow Removal Operations:

7.6.1. Each night during snow season, generally 1 October-1 May, Airfield Management shall notify Snow Control (5 CES/CEOHP) of all parking locations for aircraft that are expected to fly the following day. Airfield Management and 5 CES/CEOHP shall verify that the priorities are correct the following morning prior to flying operations, and updates shall be passed along as required.

7.6.2. Airfield Management shall coordinate snow removal priority areas IAW with the Minot AFB S&ICP, *Snow and Ice Control Plan*. During the 5 BW flying window, the SOF, in conjunction with Airfield Management establishes the snow removal priorities. During periods outside the 5 BW flying window, Airfield Management shall use the priority pre-established in the Minot AFB S&ICP and known transient traffic as a guideline to directing snow removal operations.

7.6.3. Airfield Management shall conduct runway condition readings (RCRs) for the runways, taxi routes, parking areas and other required areas of the airfield. Airfield Management shall coordinate with SNOW 1 (call sign for the snow control supervisor) and the SOF to prioritize snow removal efforts.

7.6.4. During snow removal on the runway, Airfield Management and/or Control Tower will suspend runway operations. During runway operation suspension, all vehicles, including Snow Control will still be required to contact Control Tower prior to accessing the Controlled Movement Area IAW AFI 13-213. Airfield Management will declare runway operations resumed once snow removal is complete.

7.6.5. 5 OG/CC approval is required for 5 BW aircraft to taxi, takeoff or land when runway or taxiway RCR is less than 8.

7.6.6. Airfield Management may close areas of the airfield that have an RCR less than or equal to 5 (NIL).

7.6.7. Every effort must be made to have the required surfaces properly prepared when aircraft are ready to taxi. Snow removal must continue after taxi begins but the target time for having the airfield ready for operations should be NLT 30 minutes prior to takeoff.

7.6.8. The decision to use potassium acetate shall be made by the 5 OG/CC or the SOF based on recommendations by Snow Control.

7.6.9. When snow removal is required on the runway, snow control vehicles should be given priority access to the runway over aircraft practice approaches. During these times, aircraft should expect a restricted low approach at or above 500 feet.

7.6.10. SNOW 1 may assume responsibility for all snow control vehicles and be the single point of contact for reporting all snow vehicles in and out of the CMA, provided that SNOW 1 remains in the immediate vicinity of the CMA. Additionally, all snow control vehicles will scan the RAMP Net and have the ability for two-way radio contact with Control Tower, IAW AFI 13- 213, in the event it becomes necessary to have the vehicles exit the area.

7.7. Bird/Wildlife Aircraft Strike Hazard (BASH) Procedures: During wing flying operations, Airfield Management is the office of primary responsibility for determination of local Bird Watch Conditions (BWC). The BWC can be raised to a higher (moderate or severe) classification by Airfield Management (AM) personnel, Air Traffic Control (ATC) personnel, Supervisor of Flying (SOF), USDA Wildlife Services representative, and Safety office. AFM will be responsible for returning the BWC to a "low" classification, pending an inspection of the operations area to verify that the hazard has been dispersed and no longer poses a threat to aviation safety.

7.7.1. BWC Terms and Restrictions:

7.7.1.1. BWC Low: Bird activity on and around the airfield represents a low potential for strikes. No operating restrictions.

7.7.1.2. BWC Moderate: Indicates increased wildlife activity in locations that present an increased potential for a strike (i. e. aerodrome and within 20 degrees of arrival and departure corridors). (5 BW) Only initial takeoffs and full stop landings are allowed for the BWC MODERATE runway. (54 HS) Pilots shall limit patterns to a minimum..

7.7.1.3. BWC Severe: Indicates bird/ wildlife activity on or immediately above the active runway or locations that present a high potential for strike (taxiways, in-field areas, departure or arrival routes, etc.). (5 BW) Local training and mission departures and arrivals require approval of the 5 OG/CC or a designated authority for a runway that is BWC SEVERE. (54 HS) Within the traffic pattern, only full stop landings are permitted. The Control Tower is the primary agency for transmitting the BWC to airborne aircraft or aircraft awaiting departure. The Control Tower shall ensure any BWC other than low is included in the ATIS broadcast.

7.7.1.4. For other wildlife present on the airfield (large mammals/canids, etc.), ATC personnel or the SOF may impose similar restrictions to operations to aid aircrew in avoiding the hazard area.

7.8. SOF/Control Tower Interface: The Airfield Operations Flight Commander shall provide a dedicated SOF position with radio and landline communications in the Control Tower. The 5 BW SOF normally occupies this position, but other units may utilize it upon request. A SOF shall be available IAW AFI 11-418, *Operations Supervisor*.

7.8.1. Control Tower shall:

7.8.1.1. Notify AMOPS if the SOF is operating outside of the Control Tower.

7.8.1.2. Inform the SOF of any changes that impact flying or ATC training requirements, such as schedule changes, etc.

7.8.1.3. Coordinate and track SOF console (Enhanced Terminal Voice Switch [ETVS], position 5) equipment outages with Airfield Systems. The Control Tower shall not track outages with the SOF's computer or LAN equipment.

7.8.2. Supervisor of Flying shall:

7.8.2.1. Complete an equipment check of the ETVS to include all radios and landlines prior to assuming SOF duties.

7.8.2.2. Utilize a headset and a muted speaker console arrangement to the maximum extent possible and when requested by the watch supervisor.

7.8.2.3. When advice is extremely technical, or when the SOF feels that relay of information by the controller could cause an unacceptable delay, coordinate with the watch supervisor to transmit directly to the affected aircraft. The SOF must not perform ATC functions or transmit ATC instructions or clearances to an aircraft. The use of ATC communications equipment for messages not directly associated with air traffic services is governed by FAA Order JO 7210. 3, *Facility Operation and Administration*. IAW AFMAN 13-204v2, a person who commandeers an ATC frequency assumes responsibility for separation of aircraft. In addition, as the SOF position has its own dedicated lines, the SOF should not use ATC intercom or phone lines without coordinating with the watch supervisor.

7.8.2.4. Avoid coordinating directly with tower controllers. All coordination and requests shall be passed through the watch supervisor.

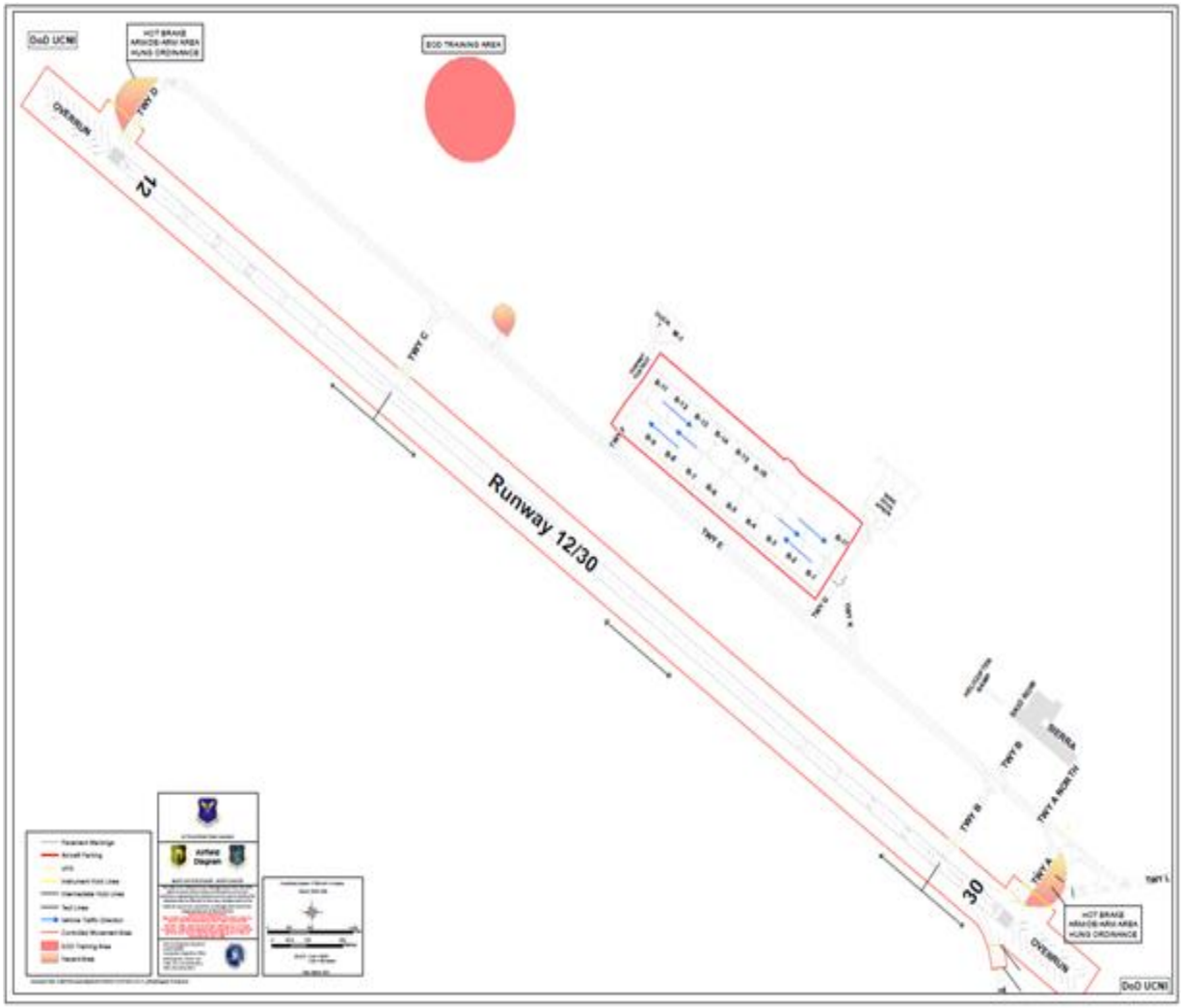
7.8.2.5. Inform the watch supervisor of any changes that impact flying or required pilot training such as schedule/mission changes, check rides, etc.

7.9. Taking of Photographs on the Airfield: All personnel requesting permission to take photographs of the airfield or facilities/aircraft on the airfield should refer to Minot AFB Plan 31 vol 1, *Integrated Defense Plan*.

7.10. Night Vision Device (NVD) Procedures for Airfield Operations Personnel: Airfield Operations personnel shall not use NVDs while operating a vehicle on the airfield or in the Control Tower while working a control position.

7.11. Explosive Ordinance Disposal (EOD) Training Area Procedures: When notified of activation, Control Tower shall avoid aircraft overflights at or below 1,000 AGL or as requested.

Figure 7.1. EOD Training Area.



7.12. Wear of Hats on the Airfield: In accordance with AFI 21-101, Air Force Global Strike Command Supplement and Minot AFB Supplement, *Aircraft and Equipment Maintenance Management*, loose-fitting headgear is not authorized for wear on the airfield.

7.12.1. Clothing policies identified in AFI 21-101, Air Force Global Strike Command Supplement and Minot AFB Supplement, *Aircraft and Equipment Maintenance Management*, shall be adhered to during flight line operations.

7.12.2. Distinguished visitors and their escorts are not required to remove metal insignia prior to entering the ramp, but shall comply with the rules when within 50 feet of operating engines.

7.13. Airfield Smoking Policy: Smoking is prohibited in aircraft maintenance facilities, flight line areas and weapons storage and maintenance areas unless designated by the installation Fire Emergency Services (FES) Flight in coordination with the Maintenance Group Commander or equivalent, Airfield Manager and/or the functional manager

7.14. Airfield Operations Board (AOB): The AOB is established IAW AFMAN 13-204v1, as a forum for discussing, updating, and tracking various activities in support of the wing flying mission. Per AFMAN 13-204v1, the Wing Vice Commander chairs the AOB. Minot AFB 5 BW/CV may delegate this authority in writing to the 5 OG/CC. The board also reviews and acts on Air Traffic System Analysis observations and recommendations.

7.14.1. AOB members include, but are not limited to, the following agencies: 5 BW/CV

7.14.1.1. 5 OG/CC

7.14.1.2. 5 MSG/CC

7.14.1.3. 5 OG/OGV

7.14.1.4. 5 OSS/CC

7.14.1.5. 5 OSS/DO

7.14.1.6. 5 OSS/OSA

7.14.1.7. 5 OSS/OSAA AFM

7.14.1.8. 5 OSS/OSAT CCTLR

7.14.1.9. 5 OSS/OSAT NATC

7.14.1.10. 5 OSS/OSAT Stan Eval 5 OSS/OSW

7.14.1.11. 5 OSS/A3C (Airspace Manager) 5 BW/SEF

7.14.1.12. 5 CES/CC

7.14.1.13. 5 CES Community Planner 5 CS/CC

7.14.1.14. 23 BS/CC

7.14.1.15. 69 BS/CC

7.14.1.16. 54HS Representative

7.14.1.17. 5 BW Command Post

7.14.2. In addition to the AOB agenda items listed in AFMAN 13-204v1, the following items must be reviewed annually:

7.14.2.1. **1st Quarter.**

7.14.2.1.1. Jan - Airfield/airspace/airfield lighting waivers

7.14.2.1.2. Feb - Local Operating Procedures (Base Airfield Operations Instruction, Letters of Agreement, and Operating Instructions)

7.14.2.2. **2nd Quarter.**

7.14.2.2.1. Apr - Airspace and ATC flying procedures

7.14.2.2.2. May - Midair Collision Avoidance (MACA) Program

7.14.2.2.3. Jun - Air Installation Compatibility Use Zone (AICUZ) Biennial Review

7.14.2.3. **3rd Quarter.**

7.14.2.3.1. Jul - Inspection Open Items

7.14.2.3.2. Jul - Terminal Instrument Procedures (TERPS)

7.14.2.4. **4th Quarter.**

7.14.2.4.1. Nov - Aircraft Parking Plan

DANIEL S. HOADLEY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTS

References

AFI 10-1001, *Civil Aircraft Landing Permits,* 22 August 2018

AFI 11-202v1, *Flying Operations,* 27 September 2019

AFI 11-401_AFGSCSUP_1, *Flight Management,* 10 December 2010

AFI 33-322, *Records Management and Information Governance Program,* 22 Mar 20

AFMAN 11-230, *Instrument Procedures*, 24 July 2019

AFMAN 13-204v1, *Management of Airfield Operations,* 21 July 2020 AFMAN 13-204v2, *Airfield Management,* 21 July 2020

AFMAN 13-204v3, *Air Traffic Control*, 21 July 2020

AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management,* 02 January

DAFI 33-360, *Publications and Forms Management,* 06 August 2020

2019 UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019

Prescribed Forms

None

Adopted Forms

AF Form 457, *USAF Hazard Report,* 16 November 2015

AF Form 483, *Certificate of Competency,* 12 May 20

AF Form 651, *Hazardous Air Traffic Report* (HATR), 30 September 1998

AF Form 3616, *Daily Record of Facility Operation,* 2 February 2021

AF Form 3622, *Air Traffic Control/Weather Certification and Rating Record (LRA),* 2 February 2021

AF Form 847, *Recommendation for Change of Publication,* 21 Sep 2009

DD Form 175 (PA), *Military Flight Plan*, 1 May 1986

DD Form 1801, *International Flight Plan – DoD,* 1 May 1987

Abbreviations and Acronyms

AFAS—Airfield Automation System

AFM—Airfield Manager

ALZ—Assault Landing Zone

AM—Airfield Management

ANG—Air National Guard

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

AOF/CC—Airfield Operations Flight Commander

APU—Auxiliary Power Unit

ARTCC—Air Route Traffic Control Center

ASAP—As soon as possible

ATC—Minot AFB Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information Service

ATM—Air Traffic Manager

ATSEP—Air Traffic System Evaluation Program

BASH—Bird Aircraft Strike Hazard

BWC—Bird Watch Condition

CTO—Controlled Takeoff Time

CES—Civil Engineering Squadron

CIC—Controller in Charge

CMA—Controlled Movement Area

COMSEC—Communications Security

CS—Communications Squadron

DNIC—Duties Not Including Controlling

DoD—Department of Defense

DV—Distinguished Visitor

ELT—Emergency Locator Transmitter

EPU—Emergency Power Unit

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

FAA—Federal Aviation Administration

FAAO—Federal Aviation Administration Order

FAF—Final Approach Fix

FAR—Federal Aviation Regulation

FAX—Facsimile machine

FCF—Functional Check Flights

FD—Flight Data

FLIP—Flight Information Publication

FOD—Foreign Object Damage

FP—Flight Plan

FPNO—No Flight Plan

GC—Ground Control

HATR—Hazardous Air Traffic Report

HIRL—High Intensity RWY Light

IAW—In Accordance With

IFE—In-flight Emergency

IFR—Instrument Flight Rule

ILS—Instrument Landing System

JCN—Job Control Number

LAN—Local Area Network

LC—Local Control

LMR—Land Mobile Radio

LOA—Letter of Agreement

MACA—Mid-Air Collision Avoidance

MDA—Minimum Descent Altitude

MOA—Military Operations Areas

MOC—Maintenance Operations Center

MSL—Mean Sea Level

NAVAID—Navigational Aid

NGA—National Geospatial-Intelligence Agency

NLT—Not Later Than

NM—Nautical Mile

NORDO—No Radio

NOTAM—Notice to Airmen

OBO—Official Business Only

OPLAN—Operational Plan

PAPI—Precision Approach Path Indicator

PCAS—Primary Crash Alert System

PCN—Pavement Classification Number

PCS—Permanent Change of Station

PIREP—Pilot Weather Report

PMI—Preventive Maintenance Inspection

POC—Point of Contact

POFZ—Precision Obstacle Free Zone

POL—Petroleum, Oils, and Lubricants

PPR—Prior Permission Required

PTD—Minot AFB Pilot to Dispatch

REIL—RWY End Identifier Lights

RSC—RWY Surface Condition

RWY—RWY

SC—Senior Controller

SCN—Secondary Crash Net

SEI—Special Experience Identifier

SFS—Security Forces Squadron

SID—Standard Instrument Departure

SOF—Supervisor of Flying

TA—Transient Alert

TACAN—Tactical Air Navigation

TWY—TWY

VCO—Vehicle Control Officer

VFR—Visual Flight Rules

WX—Minot AFB Weather Station

Attachment 2

QUIET HOURS REQUEST FORM

Figure A2.1. Quiet Hours Request Form.

***Note**: REQUEST MUST BE SUBMITTED TO AIRFIELD OPERATIONS FLIGHT COMMANDER (3-2605) VIA eSSS AT LEAST 10 DAYS PRIOR FOR APPROVAL OR REQUEST MAY NOT BE GRANTED.*

REQUEST DATE:_____ REQUESTOR: _____

PURPOSE: _____

POC PHONE #:_____ EFFECTIVE DATE: _____

LOCAL TIME:_____ LOCATION: _____

The following denotes the quiet hour categories:

Category 1: Operations are suspended; aircraft and helicopters cannot take-off, land, taxi, perform engine starts, engine test operations, ground equipment (AGE) test operations or to be towed; restrictions also include: towing support equipment, air munitions or fuel truck operations.

Category 2: Aircraft test, AGE or engine test operations not to exceed "idle power" are authorized; all aircraft take-offs, landings, and taxi operations are prohibited.

Category 3: Routine support aircraft operations are in effect. Aircraft take-offs are suspended; aircraft returning to Minot will be required to recover from a straight-in approach to "full stop landing" only. Over-flights and practice approaches are prohibited.

***Note:** Requesters will immediately notify Airfield Ops with all changes to quiet hour requests. Airfield Ops can be reached at following numbers:*

- *Flight Commander: 3-2605*
- *Airfield Manager: 3-2644*
- *Airfield Management Operations: 3-2347*

Attachment 3

ON-BASE UAS OPERATIONS

A3.1. The 5 OG/CC or designated representative have command authority to terminate any UAS flights.

A3.2. Tower will:

A3.2.1. Provide UAS operators with current wind speed, direction, visibility, weather advisories and permission to launch. **EXAMPLE:** "(CALL SIGN), OPERATIONS IN ZONE WILL BE AT YOUR OWN RISK. WIND (DIRECTION) AT (SPEED). "

A3.2.2. Advise UAS operators when conflict occurs and terminate mission (i. e. , emergency aircraft inbound). Due to equipment limitations, the aircraft will take less than 1 minute to land. **EXAMPLE:** "(CALL SIGN), TERMINATE UAV OPERATIONS, (REASON). MAINTAIN AT OR BELOW 200 FEET AND RETURN TO LAUNCH POINT. "

A3.2.3. Provide approval to continue mission once conflict is resolved. **EXAMPLE:** "(CALL SIGN), OPERATIONS IN ZONE WILL BE AT YOUR OWN RISK. WIND (DIRECTION) AT (SPEED). "

A3.2.4. Be cognizant of UAS Operations in Zone D with the Helicopter Training Area (HTA). Helicopter operations that are in progress or scheduled have priority in those areas.

A3.2.5. Notify Command Post of the UAS operations and locations.

A3.3. The organization will:

A3.3.1. Input the COA information into the FAA online system and notify HQ AFSOC/A3OU via email to **AFSOC.A3OU.WF@us.af.mil** once the COA application or Class G notification information is complete.

A3.3.2. Provide a weekly flight schedule plan in advance (subject to change due to wing level events, vital testing of equipment, or unforeseen circumstances). Mission requests will be submitted not later than 1 day prior to proposed flight, detailing the zone(s) and route(s) to be flown via AMOPS at **5ossa-3aa@us.af.mil** or fax at 701-723-5908.

A3.3.3. Operators will:

A3.3.3.1. Conduct preflight checklists and coordinate with ATC, 5 SFS Law Enforcement Desk (701-723-3096), and Central Security Control (CSC) (701-723-3011) prior to mission launch. Prior to launch, UAS operators will request permission to launch, provide launch point and zone of operation. In the event ATC services are unavailable, establish and maintain communication with the 54th HS (701-723-6352). If the 54th HS is unavailable, operators are cleared uncontrolled operations and will exercise due regard for safety.

A3.3.3.2. Establish and maintain two-way communications with ATC via AN/PRC-152 VHF/UHF radio on Minot Ground Frequency (UHF 253. 5 or VHF 120. 65). In the event radio contact is lost and contact with Minot AFB Tower via alternate means is not possible, relay all pertinent information to CSC to pass to Minot AFB Tower (723-7826). Terminate the mission and return to launch point**. EXAMPLE:** “TOWER, (CALL SIGN), RADIO CHECK”

A3.3.3.3. Provide the Minot AFB Tower with the following information via Tower radio:

A3.3.3.3.1. Unit identification (call sign).

A3.3.3.3.2. Provide the highest mission altitude, not to exceed 400 feet AGL

A3.3.3.3.3. UAS operating zone(s). **EXAMPLE:** "TOWER, (CALL SIGN), REQUEST (LAUNCH POINT) DEPARTURE FOR OPERATIONS IN OPERATING ZONE (I.E. ALPHA, BRAVO)."

A3.3.3.3.4. Not launch UAS until permission is granted from ATC.

A3.3.3.3.5. Advise ATC when UAS is airborne. **EXAMPLE:** "TOWER, (CALL SIGN) AIRBORNE."

A3.3.3.3.6. Advise ATC if UAS is delayed beyond three minutes from the time of departure authorization and reason for delay. **EXAMPLE:** "TOWER, (CALL SIGN) DELAYED LAUNCH, (GIVE REASON)"

A3.3.3.3.7. Avoid overflight of any parking ramp or aircraft unless operationally necessary and approved by the Supervisor of Flying (SOF) through coordination with ATC. Do not overfly the Munitions Storage Area (MSA) or Weapons Storage Area (WSA). **EXAMPLE:** "TOWER (CALL SIGN) REQUEST OVERFLIGHT OF MPA, (GIVE REASON)"

A3.3.3.3.8. Immediately coordinate with ATC for traffic information if, at any time, during UAS operations the UAS operator observes a fixed wing or rotary wing aircraft in the zone of operation. **EXAMPLE:** "TOWER, (CALL SIGN) TRAFFIC IN SIGHT ZONE (I.E., ALPHA, BRAVO, ETC.)."

A3.3.3.3.9. Do not transition to another Zone of operation without authorization from ATC unless in extreme circumstances to directly protect life. **NOTE:** See UAS Zone Map. **EXAMPLE:** "TOWER, (CALL SIGN) REQUEST TO PROCEED TO ZONE (NEW ZONE). "

A3.3.3.3.10. Not cross the active runway or the extended runway centerline unless coordinated and approved (and already cleared to fly Zone C). Let Minot AFB Tower know when crossing is complete. **EXAMPLE:** "TOWER, (CALL SIGN) REQUEST TO CROSS EXTENDED RUNWAY CENTERLINE NORTH TO SOUTH. " "(CALL SIGN), RUNWAY CENTERLINE CROSSING APPROVED. "TOWER, (CALL SIGN), CROSSING COMPLETE. "

A3.3.3.3.11. Advise ATC, CSC, and 5 SFS Law Enforcement Desk when UAS operations are complete. **EXAMPLE:** "TOWER, (CALL SIGN) OPERATIONS COMPLETE. "

A3.3.3.3.12. Plan missions to remain within 5.6 miles of the installation (Class D airspace). In the event of an extreme emergency where further assistance is needed, ensure the projected mission is approved through the proper chain of command.

A3.3.3.3.13. UAS Operators will, if instructed to recover UAS by Minot AFB Tower, descend the UAS and return to launch point as quickly as possible while avoiding no-fly areas unless specifically cleared. Operators will notify Minot AFB Tower as soon as possible that recovery has occurred.

A3.3.3.3.14. The operator shall advise ATC immediately of loss of link (unless within line of sight for planned training within visual range). If technically feasible, no-fly areas will be programmed into the UAS guidance system. **EXAMPLE:** "TOWER, (CALL SIGN) LOST LINK IN ZONE_."

A3.3.3.3.15. UAS missions will operate inside the respective zones in accordance with **Attachment 1**. In the event of an extreme emergency where further assistance is needed outside of the restricted parameter, ensure the projected mission is approved through the proper chain of command.

Attachment 4

UAS ZONE MAP

Figure A4.1. UAS Zone Map.