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# ADVISORY CIRCULAR

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

**SUBJECT:** OPERATIONS RESERVATIONS FOR HIGH-DENSITY TRAFFIC AIRPORTS

AT-320

1. **PURPOSE.** This circular advises the aviation community of the means for all aircraft operators, except scheduled and supplemental air carriers and scheduled air taxis, to obtain a reservation to operate to and/or from designated high-density traffic airports (HDTAs).
2. **REFERENCES.**
  - a. Federal Aviation Regulations (FAR), Part 93, Subpart K.
  - b. Airman's Information Manual.
3. **DEFINITIONS.**
  - a. **Reservation.** An authorization received in compliance with FAR 93 to operate to and/or from a designated HDTA. Reservations are allocated on an hourly basis; however, an approved reservation does not constitute a warranty against traffic delays nor does it guarantee arrival and/or departure within such allocated hour. Such reservations constitute neither an air traffic control clearance nor the filing of required IFR flight plans, nor does the reservation constitute authority to violate any local restrictions. A reservation for a VFR operation constitutes the filing of a VFR flight plan as required by FAR 93.125.
  - b. **Airport Reservation Office (ARO).** A facility operated by the Federal Aviation Administration to administer the issuance of IFR reservations in consonance with FAR 93.
  - c. **Flow Control.** A service whereby the flow of IFR aircraft is regulated or restricted within an affected area or at an altitude stratum to the maximum number of aircraft which can be safely accommodated by the ATC system.

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- d. Designated Flight Service Station (FSS). An FSS designated to handle the VFR arrival requests for a designated HDTA.

4. DISCUSSION.

- a. The FAA, by Part 93, Subpart K, of the FARs, has designated the John F. Kennedy, LaGuardia, Newark, O'Hare, and Washington National Airports as HDTAs and has prescribed air traffic rules and requirements for operating aircraft to and from these airports. Each is limited to the hourly number of allocated IFR operations that may be reserved for the specific classes of users for that airport. Additional operations may be authorized by ATC under certain conditions. An operation may not be conducted to or from these airports unless a departure or arrival reservation has been obtained from ATC and a flight plan has been filed. However, a "mercy flight" involving a medical emergency to or from one of these airports will be handled within the ATC system without regard to the obtainment of a reservation.
- b. The FAA has established the ARO to provide IFR reservation service for operations at designated HDTAs. This office will process all IFR requests for reservations. The ARO will begin processing IFR reservation requests at 0001 EST May 30, 1969. VFR requests will be handled procedurally at the HDTA locations and are discussed later.
- c. These IFR reservations will be allotted on a "first-come-first-served" basis determined by the time the request is received at the reservation office. Standby lists will not be maintained. A time limit of 48 hours is being imposed on advanced filing for an IFR operation. These will be filled within the basic allotments; however, as weather and other factors will determine whether additional reservations in excess of the number allocated may be authorized, IFR requests in excess of the available basic allocation will normally not be approved prior to six hours in advance of the intended operation.
- d. An approved reservation does not constitute a warranty against traffic delays. It will be necessary in some instances to issue flow control restrictions which will meter air traffic to the affected airport at a lesser rate than the number for which reservations have been granted. Such system-induced delays which result in a pilot failing to make good his allocated time will not be grounds for cancellation of the reservation.

- e. The ARO will not provide dynamic scheduling. Assignments will be made on an hourly basis; e.g., an approved reservation for 1300 covers an operation any time between 1300 and 1359.
- f. The filing of a request for an IFR reservation does not constitute the filing of an IFR flight plan as required by Part 93, Subpart K, of the FARs. The IFR flight plan should be filed only after the reservation is obtained and should be filed through normal channels. The ARO is not equipped to accept or process IFR flight plans.

5. IFR PROCEDURES.

- a. A pilot may obtain an IFR reservation in either one of two ways. He may file his request with the nearest FSS by any available means or telephone the ARO direct. If filed with an FSS, the specialist at that time will obtain information on how the pilot is to be notified of the results. The telephone numbers for the following cities for direct contact to the ARO are as follows:
  - (1) Newark, New Jersey . . . . . 201-645-4370
  - (2) New York, New York . . . . . 212-656-4177
  - (3) Chicago, Illinois. . . . . 312-372-5215
  - (4) Washington, D.C. . . . . 202-963-5161
- b. When filing his request for an IFR reservation, the pilot should include the following information:
  - (1) Aircraft identification.
  - (2) Name/s of high-density airport/s he wishes reservations for.
  - (3) Proposed departure and/or arrival time/s in Greenwich Mean Time (GMT) as appropriate.
  - (4) How he may be notified of the result of his request (if filed with an FSS).
  - (5) Point of departure if contacting the ARO direct.
- c. Should the requested time not be available, the closest available time within a period of six hours after the requested time will be assigned. If no times are available within this period, then the closest available time within a period of six hours before the requested time will be assigned. This will be considered as an assigned allocation unless subsequently canceled by the pilot.

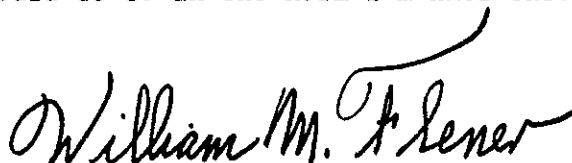
- d. An IFR reservation may be canceled with any ATC facility and should include the following information:

- (1) Aircraft identification.
- (2) The airport for which the allocation was held.
- (3) The date and hour (GMT) for which the reservation was granted.

6. VFR PROCEDURES.

- a. There will be no advance reservations for VFR arrivals. Unless he has obtained information as provided under paragraph 6c, below, the pilot should proceed toward his intended HDTA destination; however, he should at all times plan an alternate destination in case a reservation is not available upon arrival.
- b. Each HDTA facility has a designated FSS to handle VFR arrival requests. The pilot, when approximately 30 miles from the HDTA, should airfile his request with the designated FSS by stating: "N . . . requesting VFR reservation for (time) arrival at . . . Airport." If a VFR reservation is available, the FSS will advise the pilot to contact ". . . Approach Control." If no reservations are available at that particular time, the FSS will so advise the pilot. The pilot should then proceed to another airport of his choice. A pilot originating his flight within 30 miles of the HDTA may obtain this information within 15 minutes prior to his departure by telephoning the designated FSS. Being advised by the FSS to contact the appropriate approach control constitutes the obtainment of a reservation and the filing of a flight plan as required by FAR 93.129(b) and 93.125(b), respectively.
- c. At any time an HDTA facility is not authorizing "additional VFR operations," a notice to airmen to that effect will be issued by that facility. This information can be obtained from any FSS.
- d. The designated FSSs for the HDTAs are as follows:
- (1) O'Hare--Joliet FSS . . . . . 312-242-3111
  - (2) LaGuardia--Teterboro FSS . . . . . 201-288-9092
  - (3) Newark--Teterboro FSS. . . . . 201-288-9092
  - (4) Kennedy--New York FSS. . . . . 212-995-8657
  - (5) Washington National--Washington FSS. . . . . 202-347-4040

- e. VFR departure reservations, when available, are allotted directly by the HDTA facility. To determine whether VFR departure reservations are available, the pilot should first call the appropriate number as listed in paragraph 6f, below. Upon determining that VFR departure reservations are being granted, he should then contact the control tower on the appropriate frequency for his departure clearance. This contact and the receipt of the departure clearance fulfill the requirement for a VFR flight plan and the obtainment of a reservation as stated in FAR 93.
- f. The following locations should be contacted prior to requesting departure clearance to determine if VFR departure reservations are being granted:
  - (1) O'Hare . . . . . 312-686-2108
  - (2) LaGuardia. . . . . 212-478-9782
  - (3) Newark . . . . . 201-643-8347
  - (4) Kennedy. . . . . 212-656-5373
  - (5) Washington National. . . . . 703-684-8229
- g. The abbreviated flight plans referred to in paragraphs 6b and 6e, above, are solely for the purpose of satisfying the requirements of FAR 93.125(b). Pilots wishing to file full flight plans for search and rescue purposes should do so in the normal manner through normal channels.



William M. Flener, Director  
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