



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

**Subject: OPERATIONS RESERVATIONS FOR
HIGH DENSITY TRAFFIC AIRPORTS**

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1. PURPOSE.

This circular provides information for obtaining instrument and visual flight rule (IFR/VFR) reservations at the High Density Traffic Airports (HDTA). For reservation purposes, user groups are classified as air carriers, commuters, and others. Scheduled air carriers/commuters obtain reservations for scheduled operations through allocation procedures contained in Federal Aviation Regulations (FAR) Part 93, Subpart S — Allocation of Commuter and Air Carrier IFR Operations at HDTA. Reservations for all other operations are obtained through the Airport Reservation Office (ARO).

2. CANCELLATION.

Advisory Circular 90-43F, Operations Reservations for High Density Traffic Airports (HDTA), dated April 22, 1985, is cancelled.

3. PRINCIPAL CHANGES.

The Federal Aviation Administration (FAA) is utilizing a new computer system to manage reservations for the HDTA's. Enhancements to the system include expanded telephone service and a computer-to-computer interface. These changes required new toll free telephone numbers, which are included in this document. Additionally, all references to holidays have been eliminated with respect to the time limits for making a reservation. Editorial changes have been made for clarification which do not affect the regulatory or procedural aspects of this document.

4. DEFINITIONS.

a. *Reservation.* An authorization received in compliance with FAR Part 93, to operate to and/or from a designated HDTA. A reservation is normally allocated on an hourly basis. However, at Chicago O'Hare (ORD) the total hourly reservation limit is further broken down to a 30-minute time period limit. A reservation flight may operate only

within the approved hour or half hour unless the flight encounters an ATC traffic delay.

b. *Airport Reservation Office.* An operational unit of the Office of Air Traffic System Management responsible for administration of IFR reservations in accordance with FAR Part 93 and agency procedures issued thereunder.

c. *Unscheduled Operation.* An operation other than one regularly conducted by an air carrier or commuter between an HDTA and another service point. Certain types of air carrier/commuter operations are also considered as unscheduled. They include irregular charter, hired aircraft service, and certain nonpassenger flights.

d. *Additional Reservation.* An approved IFR/VFR reservation above the maximum IFR reservation limit at an HDTA. Additional reservations are available for unscheduled operations only and are allocated in accordance with the procedures described in this circular.

e. *Computer Voice Reservation System (CVRS).* The telephone voice and computer system used by the ARO for the allocation of flight reservations for the "other" class of user at HDTA's.

5. DISCUSSION.

a. The FAA, by FAR Part 93, Subpart K, as amended, has designated the John F. Kennedy (JFK), LaGuardia (LGA), Chicago O'Hare (ORD), Washington National (DCA), and Newark (EWR) Airports as high density airports and has prescribed air traffic rules and requirements for operating aircraft to and from these airports. (The quota for EWR Airport has been suspended indefinitely.) Reservations for JFK are required between 3 p.m. and 7:59 p.m. local time. Reservations at ORD are required between 6:45 a.m. and 9:14 p.m. local time. Reservations for LGA and DCA are required between 6 a.m. and 11:59 p.m. local time. Helicopter operations are excluded from the requirement for a reservation.

b. The FAA has established an ARO to receive and process all IFR requests for operations at designated HDTA's. This office monitors operation of the high density rule and allots reservations on a "first-come-first-served" basis determined by the time the request is received at the reservation office. Standby lists are not maintained. The ARO utilizes an interactive computer system to make all reservations. Users may access the computer system using a touch tone telephone, a rotary dial telephone, or a personal computer equipped with a modem. Personal computer interface requires a modem capable of a 300 to 9600 baud rate and a standard communications software package. The communications program needs to be set to No parity, 8 data bits, and 1 stop bit. (N,8,1).

(1) A request for an IFR reservation will be accepted starting 48 hours prior to the proposed time of operation at the affected airport. For example, a request for an 11 a.m. reservation on a Thursday will be accepted beginning at 11 a.m. on the preceding Tuesday. An exception to the 48-hour limitation is made for weekends to recognize normal business hours. Consequently, a reservation request for an IFR operation on Monday would be accepted on the previous Thursday starting at the proposed hour of operation. Similarly, requests for IFR operations on Tuesday would be accepted on the previous Friday starting at the proposed hour of operation. For example, a request for an 11 a.m. reservation on Tuesday would be accepted beginning at 11 a.m. on Friday.

(2) Another exception to the 48-hour time limit is made for users who make both an arrival and departure reservation provided they both fall on the same calendar day and they are both made during the same phone call. For example, a reservation request for an 11 a.m. arrival on Friday and a 4 p.m. departure on Friday may be made beginning at 11 a.m. on Wednesday. While allowing an operator to obtain both reservations in a single transaction, this may result in a time period becoming full more than 48 hours in advance.

c. A maximum of two transactions per telephone call will be accepted.

d. The ARO will not provide scheduling according to planned departure/arrival time. Assignments will be made on an hourly or 30-minute basis, e.g., an approved reservation for 1300 covers an operation any time between 1300 and 1359 and an approved reservation for 0845 at ORD covers an operation between 0845 and 0914.

e. An approved reservation does not constitute a warranty against traffic delays nor does it guarantee arrival and/or departure within such allocated hours. Also, a reservation does not constitute an air traffic control (ATC) clearance.

f. The filing of a request for an IFR reservation does not constitute the filing of an IFR flight plan as required by regulation. 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.

g. Amendments or adjustments to ARO procedures will be announced by Notice to Airmen (NOTAM).

h. Users should not make more than one reservation per intended operation.

6. IFR RESERVATIONS.

a. If operating IFR, an IFR reservation is required prior to takeoff for any operation to or from an HDTA.

b. Users may obtain an IFR reservation in either of two ways. They may file their request with the nearest Flight Service Station (FSS) by any available means or call the ARO's interactive computer system via touchtone telephone, rotary dial telephone, or personal computer modem. If filed with an FSS, the FSS specialist will obtain information on how the pilot is to be notified of the results of his/her request (only collect long distance telephone calls will be made by FSS). The telephone numbers for the ARO computer are:

(1) Using touchtone or rotary phone: 1-800-875-9694.

(2) Using a PC and Modem: 1-800-875-9759.

c. Users may contact the ARO at 202-267-5312 if they have a problem making a reservation or a question about the regulations concerning HDTA's. (Being unable to make a reservation due to the fact that all the slots have been allocated is not considered as having a problem making a reservation.)

d. When filing a request for an IFR reservation, the pilot should be prepared to provide the following information:

(1) Name(s) of HDTA(s) for which the pilot wishes reservation(s).

(2) Date(s) and hour(s) of proposed operation(s).

(3) Aircraft tail number(s) or flight identification used in ATC and flight plan communications.

e. Should the requested time not be available, the user will be offered the closest time before or after the requested time. If an alternate time

is accepted, this will be considered as an assigned allocation unless subsequently cancelled by the user.

f. Users are strongly encouraged to advise the ARO whenever they need to change their reservation or to cancel their IFR reservation when it is known that the reservation will not be used. These reservations may then be made available for other users. For other than scheduled air carriers/commuters, a cancellation should be made directly to the ARO computer system or an FSS. The following information should be available when cancelling a reservation.

- (1) Aircraft identification.
- (2) Airport for which reservation was made.
- (3) Date and time (UTC) of reservation.
- (4) Reservation number.

g. To ensure retention of a reservation, a pilot holding an IFR arrival reservation must retain his/her IFR status until in contact with the terminal facility.

h. Reservations are required when filing one of the HDTA's as an alternate airport. Pilots are encouraged to file airports other than the high density as alternate airports.

7. ADDITIONAL IFR RESERVATIONS.

a. If favorable conditions in the system and at the HDTA indicate that significant delay is not likely in the short term, the ARO may coordinate with the HDTA tower to determine that additional IFR reservations may be accommodated for a specific time period. This is an "additional" IFR reservation as described in FAR Part 93. If additional IFR reservations can be accommodated, they are administered by the ARO under procedures described in paragraph 6 above and allocated through the interactive computer system (CVRS).

b. An operator of an IFR unscheduled operation may take off or land an aircraft without regard to the maximum allocation if a reservation is obtained from ATC in accordance with the procedures of paragraph 6 above. An ATC clearance does not constitute a reservation as required by FAR Part 93, Subpart K. A reservation is granted for an additional IFR operation only if it can be accommodated by ATC without significant additional delay to operations already allocated.

c. The granting of an additional IFR reservation is contingent upon dynamic, short-term traffic and weather conditions. Generally, availability of addi-

tional reservations will not be known more than 8 hours in advance of the current time. If available, IFR additional reservations will be granted on a first-come-first-served basis through the CVRS.

d. An operator who has been unable to obtain a reservation under the normal 48-hour in advance procedure may be able to obtain a reservation on the scheduled day of operation when additional reservations can be authorized or when previously reserved slots are returned.

8. VFR RESERVATIONS.

a. The operator of a VFR unscheduled operation may take off or land an aircraft under VFR at an HDTA if a departure or arrival reservation is obtained from the ATC facility serving the HDTA.

b. Under FAR Part 93, a VFR operation is considered to be an additional operation. VFR additional operations are granted by ATC if they can be accommodated without significant additional delay to operations already allocated. In addition, the reported ceiling at the HDTA must be at least 1,000 feet and the reported ground visibility at least 3 miles.

c. Each HDTA lies within Class B airspace. A clearance from ATC to enter the Class B airspace or depart the airport under VFR constitutes an approval for a VFR additional reservation.

d. Any time an HDTA is not authorizing VFR operations, a NOTAM to that effect will be issued by that facility and a statement carried on the Automated Terminal Information Service. This information can be obtained from any FSS or by referring to the HDTA teletype weather report. The code "VNA" at the end of the weather report means that VFR arrival reservations are not authorized. This indication will not be made when IFR weather conditions exist.

9. COMPLIANCE.

The requirements for obtaining reservations pursuant to FAR Part 93, Subpart K, are mandatory. Failure to operate in accordance with the FAR is grounds for enforcement action.



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