



# **Air Traffic Management Contingency Plan**



**CJLIA/ATS/MA/007**

**SEPT 2021**

**Version 2**

**CONTROLLED  
DOCUMENT**

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## FORWARD

- 1 This Contingency Plan forms part of the overall national contingency planning for **Clayton J. Lloyd International Airport (CJLIA) Anguilla** in accordance with the provisions of Annex 11 to the Convention on Civil Aviation. The Plan, and any activation of the Plan, is authorised by Air Safety Support International ASSI.
- 2 The Plan provides for the safe continuation of air traffic within CJLIA CTR during periods when ATS may be disrupted or unavailable, or when airspace may be affected by volcanic ash cloud, radioactive cloud, severe weather events or military activity.
- 3 The Plan has been developed in cooperation and collaboration with airspace users and civil aviation authorities responsible for adjacent airspaces and FIRs.
- 4 The Plan will be activated by NOTAM as far in advance as is practicable. In the event that such prior notification is impracticable the Plan will be activated by the designated authority using the most expeditious alternative means available.

**DOCUMENT APPROVAL AND ISSUE STATUS**

The Signatures below certifies that this document has been reviewed, accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Signature	Date
<b>Created/ Prepared by</b>	Roshima Roberts	Air Traffic Services Manager		24/09/2021
<b>Reviewed by</b>	Jabari Harrigan	Executive Airport Manager		24/09/21
	Kendell Richardson	Quality Assurance Manager		24/9/21
<b>Approved by</b>	Sherman Williams	Accountable Manager		20 Sept 2021

## MANUAL HOLDERS

This page provides a list of the names and contact information of all persons that is provided with a copy of this manual, internal and external.

INTERNAL			
Quality Assurance Manager <b>Kendell Richardson</b>	P.O. Box 60The Valley AI-2640	(W) 264 497 2384 Cell 264 476 7669	<b>Master Document</b>
Accountable Manager <b>Sherman Williams</b>	P.O. Box 1382 The Valley AI-2640	(W) 264 497 5816 Cell 264 584 9654	<b>Copy # 1</b>
Executive Airport Manager <b>Jabari Harrigan</b>	P.O. Box 1382 The Valley AI-2640	(W) 264 497 2384 Cell 264 584 9642	<b>Copy # 2</b>
Operations Manager	P.O. Box 1382 The Valley AI-2640	(W) 264 497 2384	<b>Copy # 3</b>
Air Traffic Services Manager <b>Roshima Roberts</b>	P.O. Box 1382 The Valley AI-2640	(W) 264 497 2384 Cell 264 584 9974	<b>Copy # 4</b>
Safety Manager <b>Asha George</b>	P.O. Box 1382 The Valley AI-2640	(W) 264 497 2384	<b>Copy # 5</b>
Air traffic Services Unit	P.O. Box 1382 The Valley AI-2640	(W) 264 497 2384 Ext 4123	<b>Copy # 6</b>

EXTERNAL			
ATS Inspector <b>Geoffrey Smith</b>	ASSI	44129389-7033	<b>Copy # 7</b>
ICAO NACC Contact <b>Mr. Eddian Mendez</b>		<a href="mailto:emendez@icao.int">emendez@icao.int</a>	<b>Copy # 8</b>

AMD: (001/9/6)

## AMENDMENT PROCEDURES

The Quality Assurance Manager is responsible for the issuance and control of amendments to this manual. Additionally, the Quality Assurance Manager is also responsible for the safe custody of the approved master copy of all documents produced by the Clayton J Lloyd International Airport. Notwithstanding, all document authors are ultimately responsible for the development and amendment of the manuals written by them.

The distribution of the approved amendment(s) takes place at least 14 (fourteen) days prior to the implementation of the amendment(s). Within 7 (seven) working days after the issue of approved amendment all manual holders must provide confirmation to the Quality Assurance Manager that the required amendment action has been completed by returning the Amendment Return Slip (ARS), signed and dated by the individual responsible for amending the manual. A copy of the ARS can be found in Appendix B. The returned ARS should be accompanied by the obsolete page or section of the document being amended.

Each amended page issued by the Quality Assurance Manager shall be formatted as follows:

1. Display the amendment number and date (**AMD: 001/05/12**) at the bottom near the footer, which will also be recorded on the record of amendments page.
2. All amendments will be identified by a change line (black vertical line) in the left margin where changes to the paragraph or wording are made.

All amendments are recorded in the record of amendments table and the list of affected table.

**RECORDS OF AMENDMENTS**

Amendments				
<b>NUMBER</b>	<b>DATE APPLICABLE</b>	<b>DATE ENTERED</b>	<b>ENTERED BY</b>	<b>ORGANIZATION</b>
Version 1	Feb 2019	Feb 2019	Roshima Roberts	AASPA
Version 2	September 6 2021	September 6 2021	Roshima Roberts	AASPA

**LIST OF AFFECTED PAGES**

PAGE	DATE	AMENDED SECTION	PAGE	DATE	AMENDED SECTION
5,10,20,22	September 6, 2021	Manual Holders, Safety Statement, Aeronautical Support Service, Appendix A			

## **LIST OF ABBREVIATIONS**

**AASPA** Anguilla Air and Sea Ports Authority

**ARP** Aerodrome Reference Point

**ATC** Air Traffic Control

**ATCO** Air Traffic Control Officer

**ATM** Air Traffic Management

**ATS** Air Traffic Services

**CJLIA** Clayton J Lloyd International Airport

**CTR** Control Zone

**FIR** Flight Information Region

**ICAO** International Civil Aviation Organization

**OTARs** Overseas Territories Aviation Requirements

**ATSM** Air Traffic services Manager

**VCR** Visual Control Room

## SAFETY STATEMENT

Safety, of necessity and in keeping with applicable regulatory requirements, is a top priority at the Clayton J. Lloyd International Airport (CJLIA). The CJLIA is a critical operating division of the Anguilla Air and Sea Ports Authority (AASPA).

The Board of Directors and Executive Management of the AASPA, in general, and the Senior Management of the CJLIA, in particular, are committed to building an effective and sustainable Safety culture and enhancing the CJLIA's reputation for safety by implementing and maintaining programs to raise service quality to the highest level.

Our objective is to identify and manage safety risks to minimize and eliminate injury to persons and damage to equipment and facilities. We will proactively and constantly scrutinize and analyze operations for safety hazards and act to minimize or remove them. To achieve and sustain success, staff will be trained in Safety Management. We will conduct audits, report incidents, collect data, document findings, develop and implement strategies and monitor for continuous improvement.

### **The Commitment of the Board of Directors and the Executive Management of AASPA, and the Management of the Clayton J. Lloyd International Airport is to:**

- Maintain an active Safety Management System dedicated to enforcing safety as its principal responsibility, in order to prevent and mitigate accidents, eliminate or minimize injury to persons and damage to equipment and facilities.
- Support the open sharing of information on Safety hazards and concerns by and with all employees.
- Implement a Safety Reporting Process to facilitate and achieve efficient reporting of potential and existing hazards.
- Create and maintain a "**Just Culture**" where no disciplinary action will be taken against any employee as a result of the reporting of a safety hazard or concern, unless such disclosure indicates, beyond all reasonable doubt, gross negligence or a deliberate or willful disregard of regulations or procedures by the employee(s) concerned. A suitable atmosphere for reporting safety information will be encouraged with an understanding that certain reports may reflect gross or deliberately unacceptable behavior. A clear distinction would be made between what is acceptable and what is unacceptable.
- Train CJLIA staff to carry out their responsibilities and observe their accountabilities under the Safety Management System at a level of competency to carry out their jobs safely.
- Develop and constantly pursue a Safety Agenda and Safety Plan with specific performance targets to be achieved.
- Develop and improve safety processes and procedures in conformity with international regulatory standards.
- Ensure that external contractors that affect the safety of CJLIA's operations meet the appropriate Safety Standards.
- Conduct, regularly, safety audits to assess, measure and monitor compliance.
- Review the Safety Policy regularly and systematically to ensure consistency with changes in safety objectives.
- Ensure that the Safety Policy is communicated throughout the organization.
- Ensure that no staff member will be asked to compromise safety standards in order to get the job done.

I am committed, as the Accountable Manager, to the Safety Policy which is supported by the CJLIA's Management and the Executive Management of the Anguilla Air and Sea Ports Authority and endorsed by the Board of Directors.



Sherman Williams  
Accountable Manager (AASPA)

AMD: (002/9/6)

## **STAFF RESPONSIBILITIES**

### **Employees**

All employees of the Anguilla Air and Sea Ports Authority shall:

- a. Comply with all policies and procedures as it relates to the document control manual.
- b. Comply with all relevant job related documents.
- c. Comply with the requirements of the various established CJLIA policies and procedures.
- d. If required, seek clarification from the appropriate manager responsible for the development and implementation of various processes within the department.
- e. Be aware of current versions of documents and how to access such documents

### **Managers**

All managers are responsible for:

- a. Clarifying issues employees may have as it relates to understanding any part of a document; or to assist the employee in obtaining clarification the document author or one of the reviewers.
- b. Developing and establishing new policies or other documents as required, and ensure adherence to the policy implemented.
- c. Ensuring that any new or revised policy or other document is produced in the approved format which is laid out in the Document Control Procedures Manual.
- d. Presenting any new or revised document to the appropriate board/committee for review and approval.
- e. Maintaining a database of all documents under their responsibility
- f. Maintaining a file of current approved and signed copies of documents under their responsibility
- g. Ensuring latest versions of documents are accessible to all staff members under their responsibility.

## 1. OBJECTIVE

1.1 The Air Traffic Management (ATM) Contingency Plan for Clayton J Lloyd International Airport details arrangements to ensure the continued safety of air navigation in the event of partial or total disruption of air traffic services in the CJLIA CTR in accordance with ICAO Annex 11 — *Air Traffic Services*. The Contingency Plan provides the ATS procedures that will allow aircraft operators to operate within CJLIA CTR during periods of limited or no ATS, as far as is practicable.

1.2 This plan relates to all arrival/departure of aircraft to and from CJLIA and transit traffic in CJLIA CTR.

## 2. ATS UNITS, CENTRES, STATES AND FIRs AFFECTED

2.1 In the event that Clayton J. Lloyd International Airport activates this Contingency Plan, the Antigua ATS unit, the San Juan ATS unit, the civil aviation authorities of adjacent ATS units, Centres, States or FIRs affected will be notified in accordance with the LETTER OF AGREEMENT or these procedures. The adjacent ATS units, Centres, States or FIRs directly affected by this Contingency Plan are as follows:

- a. PRINCESS JULIANA INTERNATIONAL AIRPORT  
ATS UNIT
- b. V.C. BIRD INTERNATIONAL AIRPORT  
ACC/ATS UNIT
- c. LUIS MUÑOZ MARÍN INTERNATIONAL  
AIRPORT  
ACC/ATS UNIT

2.2 The contact details of the civil aviation authorities, organisations and ATS units are contained in **Appendix A**. These details should be kept up to date and regularly reviewed.

### **3. MANAGEMENT OF THE CONTINGENCY PLAN**

3.1 The contingency measures set out in this Plan are applicable in cases of planned and unexpected interruptions in ATS caused by natural occurrences or other circumstances, which, in one way or another, may impair or totally disrupt the provision of ATS and/or of the related support services in the CJLIA CTR.

3.2 The following arrangements have been put in place to ensure that the management of the Contingency Plan provides for flights to proceed in a safe and orderly fashion within the CJLIA CTR, as far as practicable.

#### Clayton J. Lloyd Management Team

3.4 The Clayton J. Lloyd Management Team includes representation from the following:

- a. AIR TRAFFIC SERVICES UNIT- ATC, MET & AIS
- b. AIRPORT MANAGER
- c. QUALITY ASSURANCE MANAGER
- d. SAFETY MANAGER
- e. SECURITY MANAGER
- f. REPRESENTATIVE FROM AASPA

3.5 Terms of Reference for the Clayton J. Lloyd Management Team and the contact details of its members are provided in Appendix A

The Clayton J. Lloyd Management Team shall oversee the conduct of the Contingency Plan and in the event that the CJLIA ATS is disrupted for an extended period, make arrangements for and facilitate the temporary relocation of the ATS to the Princess Juliana ATS UNIT, where possible and oversee the restoration of CJLIA ATS.

Under the circumstances described and when deemed necessary by the CJLIA ATS (or under the circumstances described in its Terms of Reference and when deemed necessary) and as soon as practicable in advance of, or after the commencement of a contingency event causing disruption to CJLIA has occurred, the CJLIA ATS shall convene the Central Coordinating Committee, by the most expeditious means appropriate for the situation, e.g. by telephone or web-based conference.

3.6 The ATM Operational Contingency Group (AOCG) function will be convened by the Clayton J. Lloyd Management Team with a primary responsibility to oversee the day to day operations under the contingency arrangements, and coordinate operational ATS activities, during hours of operation, throughout the contingency period. The terms of reference of the AOCG will be determined by the C J. Lloyd Management Team. The AOCG will include any necessary specialist personnel input from the following disciplines:

- Air Traffic Service (ATS)
- Aeronautical Telecommunication (COM)
- Aeronautical Meteorology (MET)
- Aeronautical Information Services (AIS)
- ATS equipment maintenance service provider (CNS)

The AOCG functions shall include:

- i) review and update of the Contingency Plan as required;
- ii) keep up to date regarding the contingency situation;
  - iii) organise contingency teams in each of the specialised areas;
  - iv) keep in contact with and update all affected airspace and system users, customers and other relevant stakeholders.
  - v) exchange up-to-date information with the adjacent ATS authorities concerned to coordinate contingency activities;
  - vi) notify the designated organisations of the contingency situation sufficiently in advance and/or as soon as possible thereafter;
  - vii) take necessary action for issuing NOTAMs according to this plan or as otherwise determined by the contingency situation. Where the contingency situation is sufficiently foreseeable the relevant NOTAMs will be issued 48 hours in advance of the contingency events. NOTAM templates are provided in **Appendix A**.

#### **4. CONTINGENCY ROUTES AND PROCEDURES**

4.1 In the event of disruption of the ATC services provided by CJLIA ATS UNIT, contingency routes and procedures will be specified to ensure safety of flight and to facilitate limited flight operations commensurate with the prevailing conditions. Existing ATS routes and procedures form the basis of the contingency routes and procedures to be used, and additional PPR restrictions may be applied to limit the number of aircraft operating simultaneously in the system under reduced air traffic services. Additional unpublished contingency routes and procedures may be developed tactically by the AOCG and promulgated by NOTAM as and when circumstances require, such as in the case of volcanic ash cloud, radioactive cloud or severe weather event. Any such amendments to routes and procedures will be notified to, and agreed with, the adjacent ATS units, Centres, States and FIRs specified in Paragraph 2, as appropriate.

If circumstances dictate, domestic flights and international flights that have not yet departed may be temporarily suspended until a full assessment of the prevailing conditions has been determined and sufficient air traffic services restored. A decision to curtail or restart these operations will be made by the CCC.

#### **5. AIR TRAFFIC MANAGEMENT AND CONTINGENCY PROCEDURES**

##### **Reduced ATS and Provision of Flight Information Services (FIS) and/or Aeronautical Radio Station Service**

5.1 During the contingency period ATS including ATC may not be available. In cases where services are not available, a NOTAM will be issued providing the relevant information, including an expected date and time of resumption of service. The Contingency Plan provides for limited flight information and alerting services or an Aeronautical Radio Station to be established by CJLIA ATS UNIT.

5.2 In the event that the CJLIA ATS is being interrupted. Princess Juliana ATS will be responsible for providing all ATS in CJLIA CTR until further information is presented.

### ATS Responsibilities

5.3 In the event that ATS cannot be provided in the CJLIA a NOTAM shall be issued indicating the following:

- a) time and date of the beginning of the contingency measures;
- b) airspace available for landing and overflying traffic and airspace to be avoided;
- c) details of the facilities and services available or not available and any limits on ATS provision (e.g., APPROACH, TOWER, FIS, Aeronautical Radio Station), including an expected date of restoration of services if available;
- d) information on the provisions made for alternative services;
- e) Applicable ATS routes and procedures, AIP-published, or tactically defined contingency routes or procedures.
- f) any special procedures to be followed by neighbouring ATS units not covered by this Plan;
- g) any special procedures to be followed by pilots; and
- h) any other details with respect to the disruption and actions being taken that aircraft operators may find useful.

5.4 NOTAM pro-forma are provided at **APPENDIX A**.

5.5 In the event that the CJLIA NOTAM Office is unable to issue the NOTAM, the alternate International NOTAM Office at Piarco Trinidad and Tobago will take action to issue the contingency NOTAM upon notification by the C J L I A N O T A M o f f i c e .

### Aircraft Separation

5.6 Aircraft separation criteria, where applicable, will be in accordance with the *Procedures for Air Navigation Services-Air Traffic Management* (PANS-ATM, ICAO Doc 4444) and the *Regional Supplementary Procedures* (ICAO Doc 7030).

### Airspace Classifications

5.7 Depending on the degree of disruption, airspace classifications may be changed to reflect the reduced level of services. Changes to airspace classification will be notified by NOTAM.

#### Aircraft Position Reporting

5.8 The primary means of communication will be by VHF radio.

5.9 Traffic Information Broadcast by Aircraft (TIBA) procedures shall apply when ATC is unavailable. The TIBA is part of the contingency PPR briefing which gives the relevant information to all users. Details of TIBA procedures and communications requirements are provided in [Attachment B to Annex 11 to the Convention on Civil Aviation reproduced in **Appendix A** and will be supported by the provision of an Aeronautical Radio Station where possible.

5.10 The TIBA frequency shall be as follows:

The airspace will revert to Aeronautical Radio operations where the service will be provided via use of handheld and base radio operating on frequency 118.5Mhz. The temporary arrangement to contact adjacent units such as Juliana/San Juan will be done via telephone line. Vehicles requiring crossing will monitor 118.5MHz and state that they will be crossing the runway. Air traffic control clearances will be passed to the CJLIA radio operators which will be issued on behalf of the adjacent ATC unit where the read back will be done full to the issuing authority. The pilot is to read back, in full, the clearance relayed by the radio operator.

When an Aeronautical Radio Station is temporarily established the call sign used shall be “Anguilla Radio” to differentiate from the normal ATC provision on the published frequency.

#### Procedures for ATS Units

5.11 CJLIA ATCU will follow their unit instructions and activate the appropriate level of contingency procedures in line with this Plan and any other relevant LoAs or MoUs. These procedures include the following:

a) Where ATS provided by CJLIA ATS UNIT may be reduced or disrupted by a short-notice contingency event, ATC will inform pilots of the emergency condition and advise if it is likely that the ATC facility will be evacuated and ATS suspended. In the event of it becoming necessary to evacuate the building, the unit evacuation procedures will be activated, and time permitting, controllers will make an emergency evacuation transmission on the radio frequency in use providing pilots with alternate means of communication;

- b) during the period the contingency procedures are in effect, flight plan and other aircraft movement messages must continue to be transmitted by operators to CJLIA ATS UNIT via the AMHS using normal procedures;
- c) on notification by CJLIA ATS unit, adjacent ATS units, Centres, States and FIRs specified in Paragraph 2, as appropriate, will activate any of the contingency procedures agreed via an LoA or MoU.
- d) prior to entry to the CJLIA CTR during contingency operations PPR must be obtained from CJLIA authority, and flights must comply with the ATC clearances, procedures and communications instructions issued by the ATC authority responsible for the airspace immediately adjacent to the contingency airspace.
- e) coordination of aircraft boundary estimates and levels by the adjacent ATC authority responsible for aircraft entering the CJLIA CTR shall be in accordance with the agreed procedures as detailed in the LOA or as otherwise agreed as part of the contingency operations.

#### Transition to and from Contingency Operations

5.12 In the event of airspace closure that has not been promulgated, ATC should, if possible, broadcast to all aircraft in their airspace, what airspace is being closed and to stand by for further instructions.

5.13 ATS providers should recognize that when closures of airspace or airports are promulgated, individual airlines might have different company requirements as to their alternative routings. ATC should be ready to respond to any request by aircraft and react commensurate with safety.

#### Transfer of Control and Coordination

Unless otherwise specified in the Plan, relevant LOA or agreed tactically as part of the contingency operation, transfer of control and communication should be in accordance with standard operating procedures.

## **6. PILOT AND OPERATOR PROCEDURES**

### Filing of flight plans

6.1 Flight planning requirements detailed in the Eastern Caribbean AIP continue to apply during contingency operations, except where modified by the contingency procedures specified by ATC and/or by NOTAM.

### Flight approval

6.2 Aircraft operators must obtain PPR from the CJLIA Authority prior to operating flights within the CJLIA CTR. During the period of activation of this Contingency Plan the adjacent ATS authority will provide normal ATC clearances for aircraft to enter the CJLIA CTR. The adjacent ATS authority is not responsible for coordination or provision of PPR for the CJLIA CTR. The operator must ensure any PPR has been obtained.

### Pilot operating procedures

6.3 Pilots will continue to make or broadcast routine position reports in line with normal ATC reporting procedures.

1.4 Pilots of aircraft operating in the CJLIA CTR during contingency operations shall comply with the following procedures:

- flights are to flight plan using any specified contingency routes according to their airport of origin and destination;
- aircraft are to operate as close as possible to any assigned contingency route;
- a continuous communications watch shall be maintained on the contingency frequency as notified
- in the absence of an ATS, aircraft position reports and other information shall be broadcast in accordance with TIBA procedures defined in the CJLIA PPR briefing;
- aircraft navigation and anti-collision lights shall be displayed;
- except in cases of emergency or for reasons of flight safety, pilots are to, during their entire flight within CJLIA CTR, comply with any ATC clearance specified.
- not all operational circumstances can be addressed by this Contingency Plan and pilots are to maintain a high level of alertness when operating in the contingency airspace and take appropriate action to ensure safety of flight.
- Pilots shall continuously guard the VHF emergency frequency 121.5 MHz and should operate their transponder during flight, regardless of whether the aircraft is within or outside airspace where secondary surveillance radar (SSR) is used for ATS purposes. Transponders should be set on the last discrete code assigned by ATC or select code 2000 if no code was assigned.

## **7. COMMUNICATION PROCEDURES**

### Degradation of Communication - Pilot Radio Procedures

7.1 When operating within the contingency airspace, pilots should use normal radio communication procedures where ATS services are available. Where limited or no ATS is available communications conducted will be in accordance with the communication procedures in this Plan, or as otherwise notified by NOTAM.

7.2 If communications are lost unexpectedly on the normal ATS frequencies, pilots should try the next applicable frequency. Pilots should also consider attempting to contact ATC on the last frequency where two-way communication had been established. In the absence of communication with ATC, the pilot should continue to make routine position reports on the assigned frequency, and broadcast positions in accordance with the TIBA procedures.

### Communication frequencies

7.3 A list of frequencies to be used for the CJLIA CTR is detailed in Paragraph 5

## **8. AERONAUTICAL SUPPORT SERVICES**

### Aeronautical Information Services (AIS)

8.1 The Aeronautical Information Service is available for operations between 1045utc-2300utc. In the event that the AIS office is close the Piarco Office will be called via telephone and details will be given to the office to have any information disseminate on behalf of CJLIA ATS unit.

### Meteorological Services (MET)

8.2 Meteorological services are available at the same time as the CJLIA ATC unit opening and closing hours. During contingency operations the CJLIA Meteorological Services will communicate with V.C Bird meteorological Service for assistance in disseminating metrological information.

## **9. SEARCH AND RESCUE ALERTING**

AMD: (003/9/6)

Notification and Coordination

9.1 The SAR authority responsible for the CJLIA CTR is the Fort de France Rescue Coordination Centre (RCC)

Telephone	011596596709292/011596596731616
Fax	011596596632450
AFTN	TFFFZPZX
Email	antilles@mrccfr.eu

# APPENDIX A

## Clayton J. Lloyd International Airport Contingency Plan Information

### Contact Details for C J. Lloyd Management Team

Name	Contact Number
Air Traffic Services Manager	1-264-584-9974
Quality Assurance Manager	1-264-476-7669
Safety Manager	1-264-584-9779
Security Manager	1-264-584-9756
Representative from AASPA	1-264-584-9654

### Coordinating Bodies

Name	Contact Number
Princess Juliana International Airport-ATS Unit	1-721-545-2160 or 1-721-545-5753
V C Bird International Airport-ACC/ATS Unit	1-268-462-4703
Luis Muñoz Marín International Airport-ACC/ATS Unit	1-787-253-8731/2

### NOTAM

“ATC not available. An Aeronautical Station has been established for the purposes of providing weather and traffic information to assist pilots operating on and in the vicinity of the aerodrome. It is available during the notified operating hours of the airport; Anguilla Radio on frequency 118.500, DOC 25nms, SFC-4000ft.

**Traffic Information Broadcasts by Aircraft Procedures- see attachment B in Annex 11.**

AMD: (004/9/6)