

# TETERBORO AIRPORT DEICING PROCEDURES 2024-2025

1. In order to have a **Formal Deicing Program (FDP)** in effect, an active freezing/frozen precipitation *Event* must be in progress.
  2. A Pilot makes a request for deicing during an *Event*.
  3. Any Fixed Based Operator (FBO) during an *Event* and prior to deicing shall notify Airport Operations (OPS) of their intentions to deice; unless an FDP is already in effect.
  4. OPS shall first call Teterboro Tower (TEBT), inform them of the deicing during an *Event* and request a frequency for the FBOs to contact TEBT.
  5. Gate Hold communications will be on **frequency 120.675**, or other frequency as assigned by TEBT.
  6. OPS shall then advise all FBOs that a **“Formal Deicing Program Is Now In Effect”** and the assigned frequency to contact TEBT.
  7. TEBT will notify N90 EWR Area Supervisor and TMU that an FDP is in effect and what the anticipated departure rate will be, request an acceptable arrival rate and coordinate for automatic releases. **Make the appropriate NTML entries to reflect the AAR, ADR and Deicing is in effect.**
    - 6 minutes between departures = 10 departures per hour
    - 5 minutes between departures = 12 departures per hour
    - 4 minutes between departures = 15 departures per hour
    - 3 minutes between departures = 20 departures per hour
  8. TEBT will initiate Gate Hold procedures.
  9. Each FBO’s Ramp Boss (the individual in charge of ramp departures) is responsible for all aircraft (A/C) departing from their ramp regardless whether they need to be Deiced or not.
  10. Prior to Deicing an A/C, the Ramp Boss shall ensure that the Pilot & A/C has:
    - a. IFR clearance
    - b. All passengers & crew are on board
    - c. All baggage and fuel have been loaded
    - d. And except for deicing, the A/C is in a ready to taxi status
- Note: Pilots should obtain their IFR clearance as soon as available. If an Expect Departure Clearance Time (EDCT) is issued, the Pilot will inform the Ramp Boss of this departure restriction. The Ramp Boss shall make every effort to comply with this restriction by adjusting the Deicing lineup so that the A/C can depart at the issued time. EDCT is a wheels-up time.
11. The Ramp Boss will contact TEBT and advise the next A/C ready to be Deiced or if no deicing is necessary a ready to start engines with the following information:
    - a. A/C (N-number or call sign; **whichever was filed on the IFR Flight plan**)
    - b. **When they will be ready to taxi (factoring in the required engine start time) @ hh:mm (Zulu)**

c. Confirm if an EDCT has been issued and if they can comply

12. TEBT (after verifying the route/destination is good to go) will advise the Ramp Boss if their requested **ready to taxi time** is good or will issue the next BEST available time. (Impact of field conditions, demand or other restrictions will influence the time calculation)
13. Assigned times will only be issued to those A/C that are being or are about to be deiced. No advanced sequence will be issued. Only one time will be issued per deicing truck operation. Expect the next time to be assigned for that deicing truck after the previous deiced A/C is complete.

**Note: The Ramp Boss will advise TEBT when deicing trucks will be deicing separate aircraft simultaneously.**

14. The Ramp Boss will acknowledge the *assigned be ready to taxi time* and comply.
15. If the Ramp Boss cannot comply with or find that they will not meet the *assigned be ready to taxi time* – They should advise TEBT ASAP so an adjustment can be made.
16. The Ramp Boss will inform TEBT of any A/C on their ramp who does not require deicing and is requesting to taxi. TEBT will make every attempt to accommodate the request without penalizing any FBO or previously sequenced A/C.
17. The Ramp Boss will advise/signal the Pilot when deicing is complete
18. After deicing is complete, Pilots will contact Ground Control when ready to taxi.
19. OPS shall advise TEBT & all FBOs at least 20 minutes in advance (except when conditions necessitate an immediate closure) of an anticipated Runway closures. **TEBT will make a general announcement on all active frequencies of the anticipated Runway closure.**
20. When a Runway closure stops departures, a pause (suspension) to Deicing would take effect. Notification to restart Deicing would then be issued prior to the Runway reopening. Times will change but the sequence will remain the same.

**Note: At restart the Ramp Boss should reconfirm the aircraft to be deiced to ensure the aircraft is still good to go.**

21. OPS shall advise TEBT & all FBOs, at least 20 minutes prior to a runway reopening. The Ramp Boss will re-coordinate with TEBT all new times. **TEBT will make a general announcement on all active frequencies of the anticipated Runway reopening.**
22. Airport Operations as the official weather observers on the Airport will coordinate with **TEBT** when the active freezing/frozen precipitation event has ended thereby canceling the Formal Deicing Program. A/C may continue to be deiced and if the demand warrants, Gate Hold procedures may also be in effect; however, the Formal Program will be terminated.
23. Operations will inform the **FBOs** when the Formal Deicing Program has ended.
24. **TEBT will also announce on all active frequencies when the FDP has ended.**