Teterboro Airport
Deicing Procedures
2026-2027

1. An active freezing/frozen precipitation e*vent* must be in progress for a **Formal Deicing Program (FDP)** to take effect.
2. A pilot first makes a request to a fixed base operator (FBO) for deicing during an e*vent*.
3. Any FBO during an e*vent,* and prior to deicing, shall notify Airport Operations (OPS) of their intentions to deice and request an FDP; unless an FDP is already in effect.
4. OPS shall first call Teterboro Tower (TEBT), to inform them of the FDP during an event and request a frequency for 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, the anticipated departure rate, request an acceptable arrival rate, and coordinate 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 (individual in charge of ramp departures) is responsible for all aircraft departing from their ramp regardless of whether they need to be deiced or not.
10. Prior to deicing an aircraft, the ramp boss shall ensure that the pilot and aircraft have:
    a. IFR clearance
    b. All passengers and crew on board
    c. All baggage and fuel loaded
    d. Aircraft is in a ready to taxi status, except for deicing

    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 aircraft can depart at the issued time. EDCT is a wheels-up time.
11. The ramp boss will contact TEBT and advise of the next aircraft ready to be deiced with the following information (if no deicing is necessary aircraft must be ready to start engines):
    a. Aircraft's 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 aircraft 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 aircraft is complete.

    Note: The ramp boss will advise TEBT when deicing trucks will be deicing multiple aircraft simultaneously.

14. The ramp boss will acknowledge the *assigned* ***ready to taxi time*** and comply.

15. If the ramp boss cannot comply with or finds that they will not meet the *assigned* ***ready to taxi time*** they should advise TEBT as soon as possible so that an adjustment can be made.

16. The ramp boss will inform TEBT of any aircraft on their ramp that 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 aircraft.

17. The ramp boss will notify 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 closure. **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 will take effect. Notification to restart deicing will 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 confirm 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 coordinate new times with TEBT. **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 FDP. Aircraft may continue to be deiced, and if demand warrants, gate hold procedures may be in effect; however, the FDP will be terminated.

23. Operations will inform the **FBOs** when the FDP has ended.

24. **TEBT will also announce on all active frequencies when the FDP has ended.**