



JFK PF Tower Coordinator Training '25

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Objectives.



Tower Coordinator Role & Responsibilities

Defines the position, its impact on the operation and outlines the functions/tasks that are needed to be performed.



Resources

Detailed view of the materials, diagrams and reference points that relate to the tower Coordinator position.



Training (Application) and Exercises

Bringing it all together, a training module for new coordinators and real-life application of the basics.

Tower Coordinator: Role & Responsibilities

Role Definition and Expectations

The Tower Coordinator (TC) – This role works in tandem with the JFK Ops ramp control to direct aircraft traffic to the active deicing locations (North/PZ); they must consider the amount of AC already in queue, average spray times (throughput table), AC with time restraints (MOT) and ramp congestion. To achieve this, the tower coordinator liaises with the pad commander(s) routinely to understand movement on both pads.

Using flight table resources such as GMS sent by the Ops team and departures per hour, must proactively review the pushback timelines of AC in each Zone (North/South) to determine the best deicing location. Communication with the Ramp Controller is pivotal to avoid over saturation.

The tower coordinator will retrieve spray times from the pad commander(s) and update the required hourly update to relay to the ops team via email. Spray times will also be used to determine flow control. Recommendations must be made to the ramp controller as to departing flight's deice locations if challenges are foreseeable.

In the event of MOT flights, return to pad AC or emergency deice instances, the ramp controller and tower coordinator will confer on the safest, most efficient pad/location for expedited handling.

During gate deicing, the TC will liaise with ramp control and the pad commander ahead of the process to ensure alignment and proper handling.

The Pad Commander/PC (Lead) – is responsible for all movement within the active deicing location/pad. This includes designating where AC will park for spraying (with the use of Ground to Air communication), deicing truck formations and placement, as well as coordination with AGR for repositions in/out of the deicing field.

During the deicing process, the commander will remain the point of contact to the flight deck, overseeing the type I deice and type IV application (Clean Aircraft Concept compliance). Upon completion, the PC will provide the read back for holdover calculations by the flight deck.

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Tower Coordinator: Review of Resources

Materials Needed to Coordinate Effectively: JFK Flight Table | Scheduled Departures Per Hour

The flight activity table is used to identify the arrivals & departures per hour for an operating day. In this role, the departures are most relevant. A flight table will be provided at the beginning of the day(s) for which an event is scheduled.

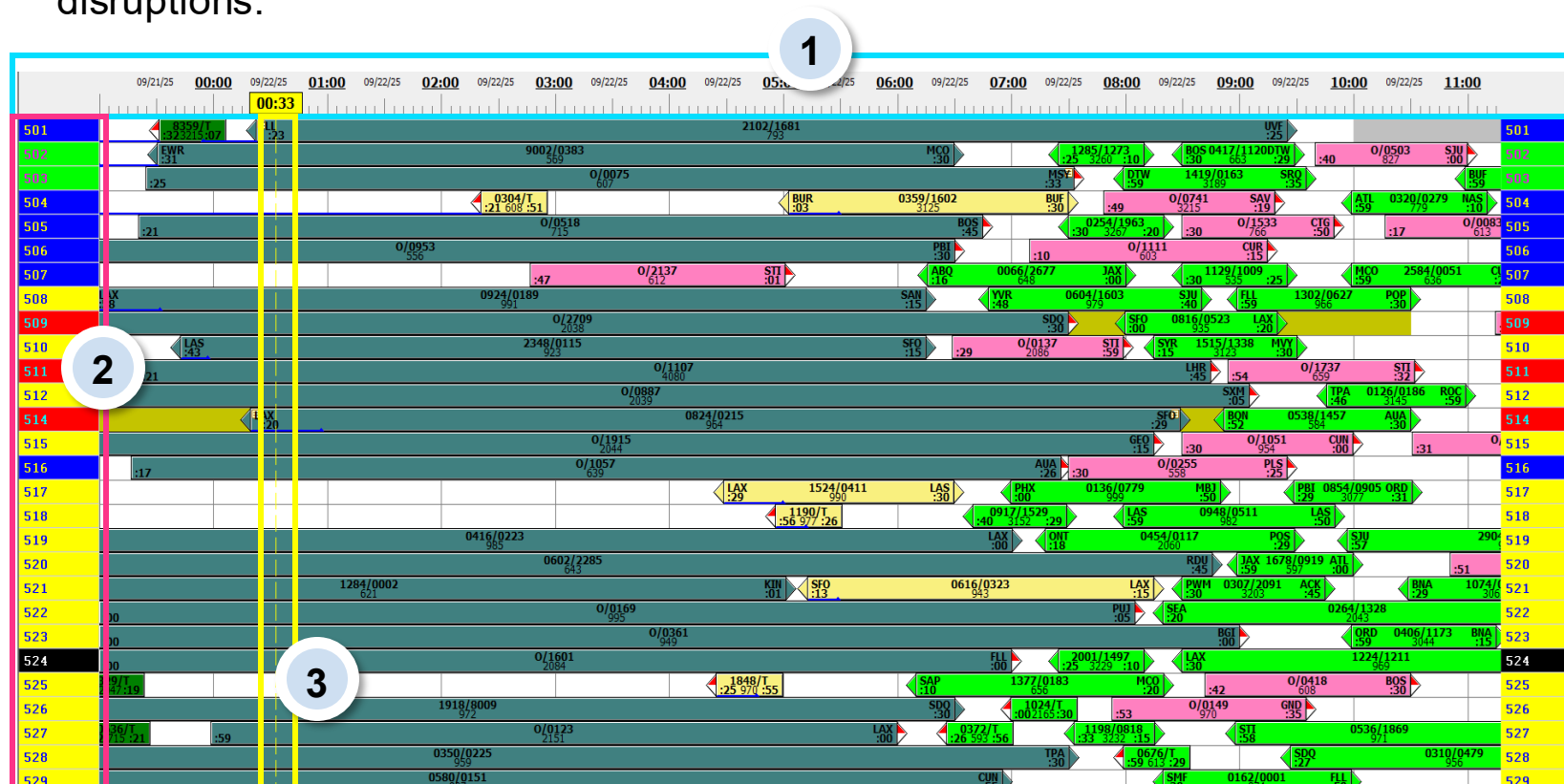
- 1 This region will specify the flight activity date; additional grouped rows can be added to capture information for multiple days in a range.
- 2 The Total Scheduled Departures for the operating day can be found to the right of this tab/cell labelled “total departures.”
- 3 The Flight Hour & Interval Columns provides the time and hour range (also known as bank) for scheduled departures –
i.e. In the 5th Flight hour; the range 5:00 – 05:59 would capture the count of all flights departing after 0500 but before 0600.
- 4 The Departure Count is most crucial; it indicates how many AC/Flights intend to depart for the time range denoted by the flight interval column to the left.
i.e during the 2000 – 2059 bank/interval

Station	Flight Date	Flight Hour	Flight Interval	Departure Flight count
JFK	25-Sep	0	0:00 - 0:59	
		1	1:00 - 1:59	
		4	4:00 - 4:59	1
		5	5:00 - 5:59	2
		6	6:00 - 6:59	10
		7	7:00 - 7:59	10
		8	8:00 - 8:59	13
		9	9:00 - 9:59	19
		10	10:00 - 10:59	10
		11	11:00 - 11:59	7
		12	12:00 - 12:59	6
		13	13:00 - 13:59	5
		14	14:00 - 14:59	4
		15	15:00 - 15:59	7
		16	16:00 - 16:59	8
		17	17:00 - 17:59	5
		18	18:00 - 18:59	8
		19	19:00 - 19:59	6
		20	20:00 - 20:59	11
		21	21:00 - 21:59	8
		22	22:00 - 22:59	9
		23	23:00 - 23:59	
		Total Departures		149

Tower Coordinator: Review of Resources

Materials Needed to Coordinate Effectively: Gate Management Systems GMS

- Gate Management Systems (GMS) provides the gate staging for departing/arriving flights.
- GMS is a liquid resource; it is impacted by gate changes due to return to gate flights, delays and OOS AC, to name a few disruptions.



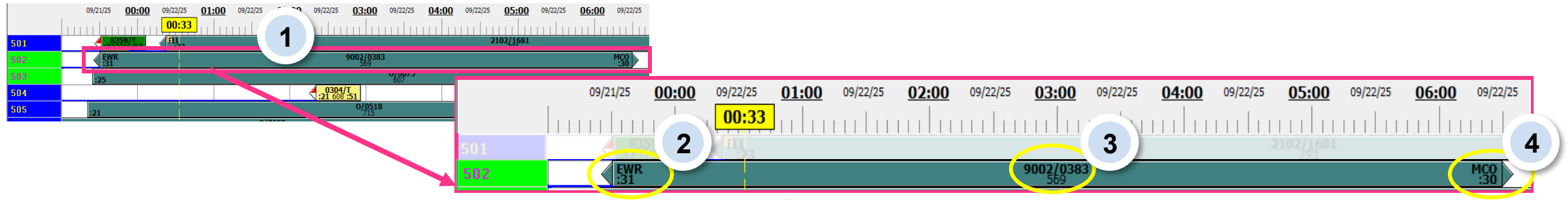
1 Date and Time bar – Local Time from left to right 0000L – 2359L on the date in the gray bar.

2 Terminal and Gate Location – Numbered from 501 – 530, IAT/PZ, shows the location of the plane its inbound time scheduled departure time often abbreviated STD (Scheduled Time of Departure).

3 Dashed Line indicating the current time on the date. Allows you to estimate gate departures with relation to STD.

Tower Coordinator: Review of Resources

Materials Needed to Coordinate Effectively: Gate Management Systems GMS (continued)



- 1 An unbroken horizontal line on a gate (also known as a puck) indicates the AC movement on that gate. The line can be a combination of the following:
 - Horizontal Line starting with a left arrow (Inbound flight)
 - Horizontal Line ending with a right arrow (Outbound flight)
 - Horizontal Line starting with a vertical line (Reposition to Gate)
 - Horizontal Line ending with a vertical line (Reposition off Gate)
 - 2 The left side of the puck provides the AC/Flight origin and displays the estimated in gate time for the inbound AC. The AC above is an inbound from the city EWR with an in-gate time (terminal 5, gate 502) of 2331 on 09.21.2025
 - 3 The middle of the puck will provide flight numbers above (inbound flight number to the left of the slash and outbound flight number to the right) with the AC tail number below.
 - 4 The right side of the puck provides the AC/Flight departure information and displays the estimated time for the departure. The AC has an outbound city of MCO with an estimated-out time (terminal 5, gate 502) of 0630 on 09.22.2025

Special note: the puck color provides additional information on flight activity including:

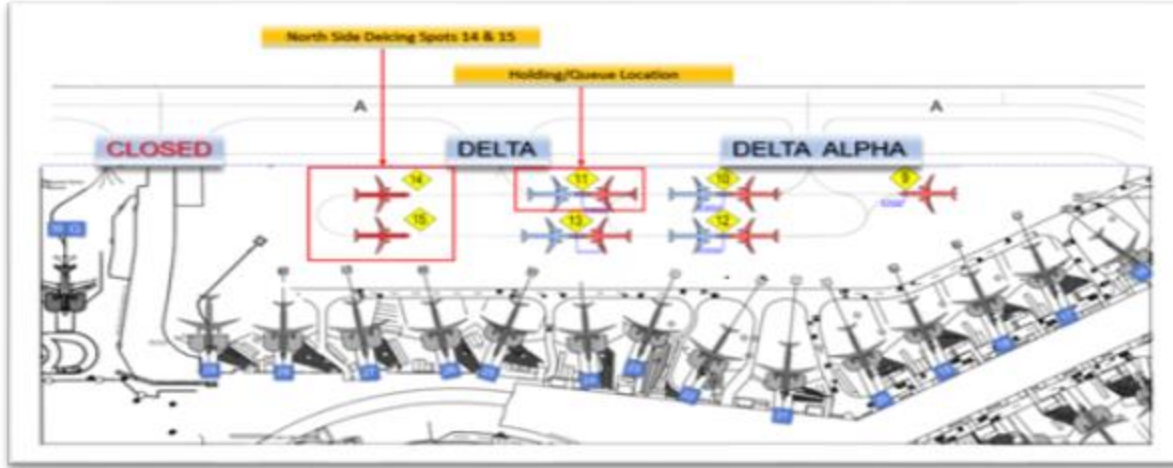
 - Green: A Flight Out of Gate (Gate Not Off)

Special note: the puck color provides additional information on flight activity including:

Gray – AC Blocked out of Gate (Out Not Off)
Pink – Repositioning AC/Originating at JFK
Light Blue – AC has taken off
Light Green – AC hasn't departed origin city
Dark Green – AC is blocked into the gate.

Tower Coordinator: Review of Resources

Materials Needed to Coordinate Effectively: Deicing Pad Layout

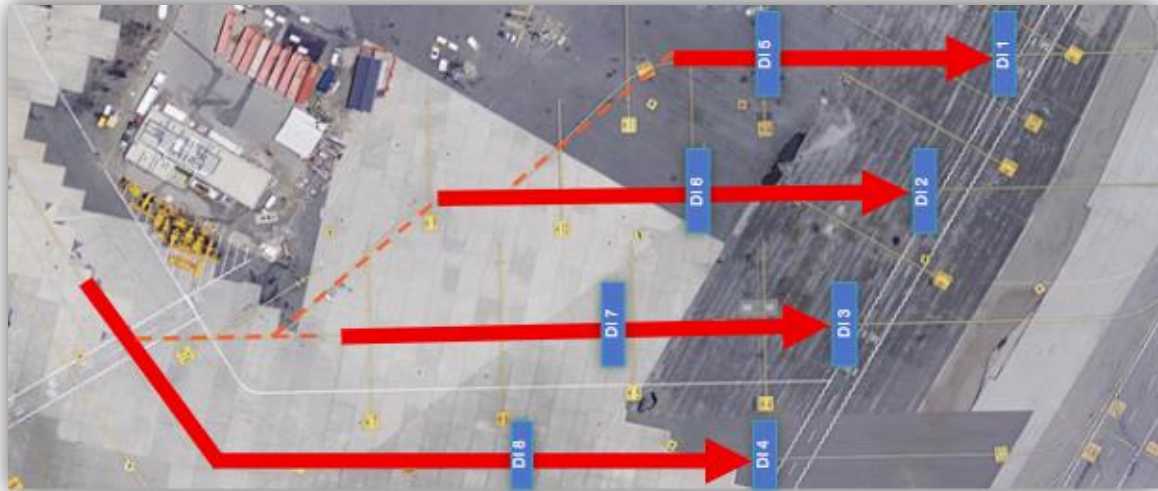


North Side Deicing is comprised of two deicing spots/pads (DI14 & DI15) the overflow/queue position is DI11.

There is limited availability to queue AC prior to deicing due to movement restrictions and flight activity in and out of the area.

The inner lane is used for bi-directional traffic (gate to gate and inbound movement)

Deicing Equipment is staged adjacent to Gate 530.



The South Side has 4 Lanes and 8 spots/pads

The number of lanes available is indicated pre-event based on level of deicing and flight activity.

DI4 & DI8 are on the outer lane – this is an ops-controlled location and its use must first be cleared with the ramp controller. Justifications for use include, but are not limited to:

- Return to pad flights for respray
- MOT (Flights with limited time to takeoff)
- VIP Flight departure
- Arrival city curfew

Tower Coordinator: Review of Resources

Materials Needed to Coordinate Effectively: Throughput Table

The Throughput Table is a breakdown of required spray times based on surface conditions (frost, snow/heavy snow etc.) and active number of deice pads in use.

For example, on a day where there is light snow, North and South are in use (North 2 pads, South two lanes). The average deice time expected is 15 minutes.

Given the above scenario, DI 14 & 15 on the North Side are active, 2 Lanes on the South for a total of 4 pads on the South. Together we have 6 pads in use. The throughput is 30. This means we anticipate 30 planes to be sprayed per hour.

Throughput may be impacted by:

- AC departure post deice from the pad
- AC traffic on the ramp
- AC returning to the pad for additional deicing
- MOT flight movement in/out of the pad

Communication is necessary between the tower coordinator and the pad commander to ensure there isn't oversaturation in one area, also to avoid improper staging.

Average # of AC de/anti-iced per hour based on a 24hr truck operation			
# of Pads	Frost Deice Time: 5 minutes	Light to Moderate Snow Deice Time: 15 minutes	Heavy Snow/Freezing Rain/Ice Pellets Time: 30 minutes
2	24	10	4
3	36	15	6
4	48	20	8
5	60	25	10
6	72	30	12
7	84	35	14

Tower Coordinator: Review of Resources

Materials Needed to Coordinate Effectively: Spray Activity Reporting Form

The image shows a screenshot of a web-based form titled "Deicing Event Activity Update". The form is displayed in a layered view, showing multiple instances of the form. The topmost form has a header "Forms > Deicing Event Activity Update" and a sub-header "Captures Flight Spray Totals". It contains several input fields: a dropdown menu for "Time of Reporting" with a checkmark icon, a text input field for "Number of Pads in Use" with a checkmark icon, a text input field for "Number of Trucks available?" with a checkmark icon, a text input field for "Average Spray Times" with a checkmark icon, and a text area for "Deicing Truck OOS Report" with a checkmark icon. There is also a button labeled "+ Add new field". The form is set against a light green background.

This Form is used to relay spray times to the Operations Center during an active event. The Tower Coordinator will retrieve the following and update on the 45 of every hour (i.e 0445, 0545 etc.):

- Number of Pads in use
- Number of Trucks available
- Total Number of AC Sprayed
- Count of 1 Step
- Count of 2 Step (if any)
- Average Spray times
- Update on Deicing OOS trucks

Once filled, the form will email to the Operations Center for station reporting to the SOC. It is important to keep the cadence as prescribed to ensure that we can make operational adjustments as needed (delays or cancellations).

The form is stored on the SharePoint for process tracking and can be accessed via the shared link:

[Deicing Event Activity Update](#)

Only users added to the permission list can access the form.

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Module (Resource Application)

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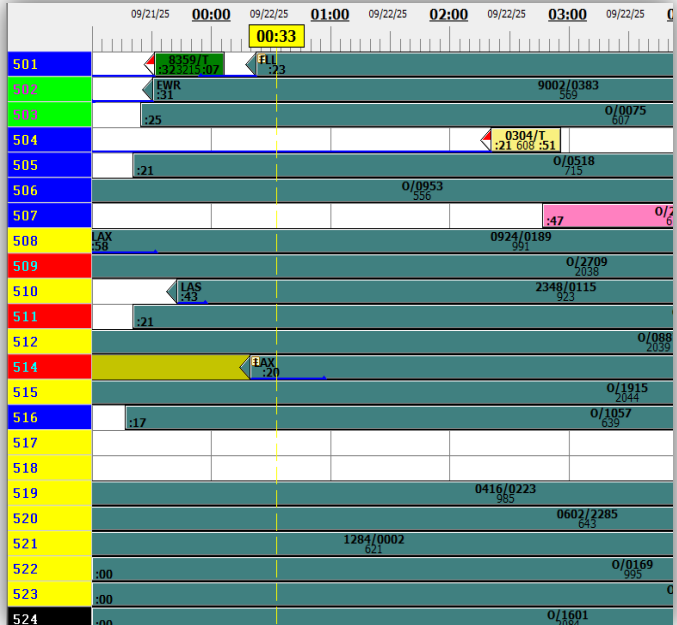
Module (Resource Application)

Event Training: Pre Event Prep

- On the day of the scheduled event, the TC will receive the flight table by email.
- He/She will confirm the active pads via the pad commander(s).
- The staffed truck counts will be reconciled.
- The TC will ensure that they have the Throughput Table available for reference.
- With the amount of pads confirmed and precipitation levels identified, the TC will calculate the desired “flow” or spray times and quantity per hour.
- The Tower Coordinator will review the AC gate staging to compare the throughput and pad saturation.
- Review the departures per hour in relation to where they are gated, this show where AC should be directed to spray.

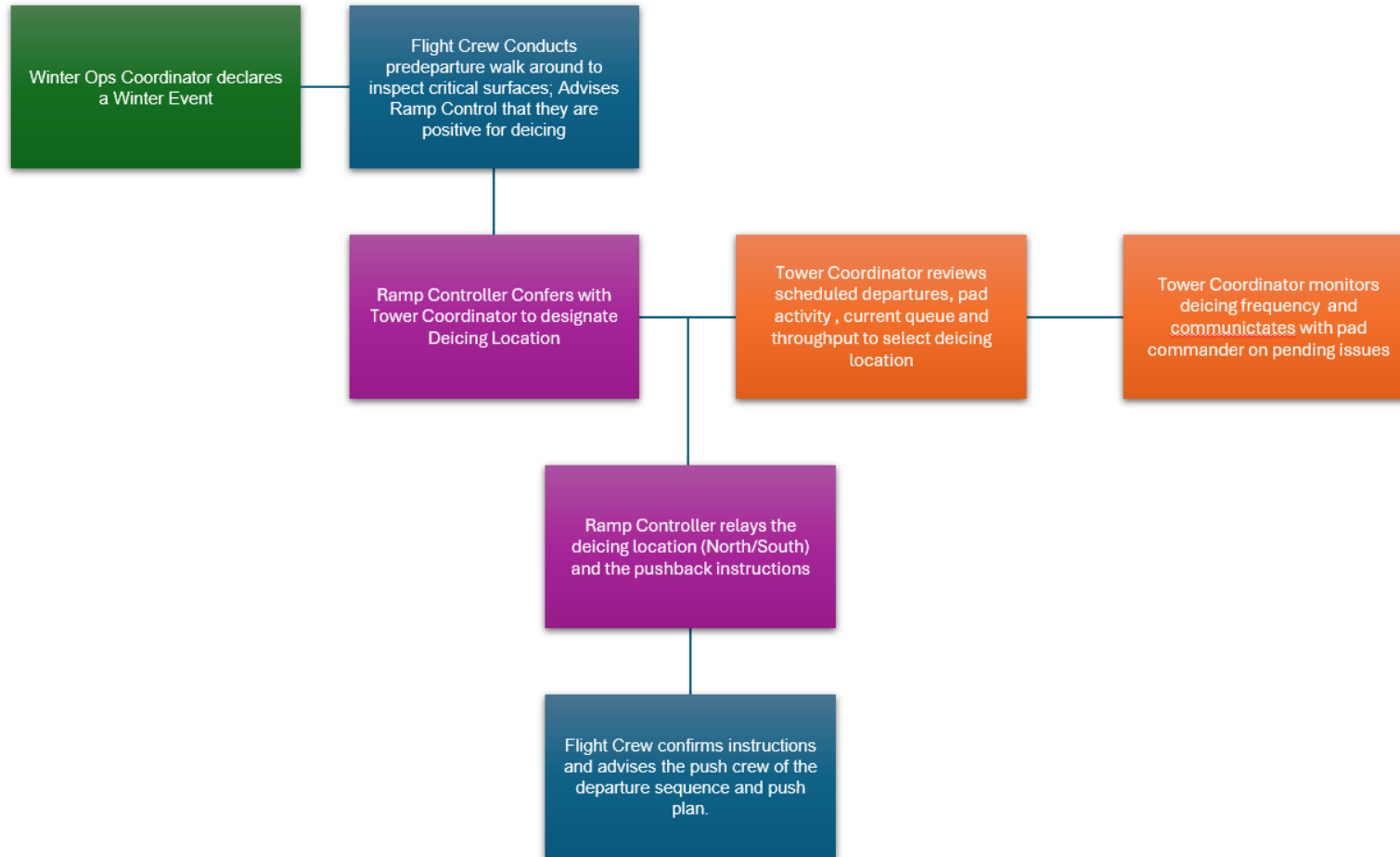
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Module (Resource Application)

Event Training: Communication Flow – Pushback



- Using the resources provided, the TC will monitor AC deicing and advise the ramp controller of flow concerns.
- To achieve this, the TC must remain alert and review spray times on each pad
- Coordination with the pad commanders ensures that issues which are not easily identifiable, may be relayed in real time.
- The pad commander can also ask for relief in the event the departure/release is prevented via IAT (South).
- The TC will ask for a fox exit (return to South ramp) where the plane can exit via the inner lane.
- TC can relay to the ramp controller the need to use the outer lane (DI 4 & DI 8)
- Spray times must be recorded accurately for throughput calculation and reporting

Key

■ WOC ROLE

■ Flight Crew

■ Ramp Controller Action

■ Tower Coordinator

Module (Resource Application)

Event Training: Deicing Activity Reporting

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The image shows a screenshot of a web-based form titled "Deicing Event Activity Update". The form is displayed in a browser window with a light green header bar. The form itself has a white background with a light green border. It contains several sections:

- Deicing Event Activity Update**: The main title of the form.
- Captures Flight Spray Totals**: A section header.
- Time of Reporting ***: A dropdown menu with the option "Select an option" visible.
- Number of Pads in Use ***: A text input field with the placeholder "Enter a number".
- Number of Trucks available? ***: A text input field with the placeholder "Enter a number".
- Average Spray Times**: A text input field with the placeholder "Enter a number".
- Deicing Truck OOS Report**: A section header.
- Write here...**: A text area for reporting out-of-service trucks.
- + Add new field**: A button to add additional fields to the form.

The form is shown in a layered view, with multiple instances of the form overlapping, suggesting it is a template or a multi-step process.

