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# FAY ATCT/TRACON SOP

Version C – Effective July 5, 2024

July 1, 2024

vZDC FAY ATCT/TRACON 7110.65C

## RECORD OF CHANGES

Initial Publication – November 29, 2016

- Initial Publication of vZDC FAY ATCT/TRACON SOP

February 12, 2017 (B Revision)

- Updated formatting

July 1, 2024 (C Revision)

- Entire Publication:
  - o Formatting changes
- Chapter 1 General:
  - o Added standardized sections and subsections
- Chapter 2 Operations:
  - o Moved the positions table to this chapter
  - o Added section 2 “Runway Configurations” and subsequent subsections
- Chapter 3 Clearance Delivery:
  - o Added responsibilities subsection
  - o Specified MTY5
  - o Added more details pertaining to VFR departures
- Chapter 4 Ground Control:
  - o Added 4-1-1 responsibilities subsection
  - o Added 4-1-2 runway crossings subsection
- Chapter 5 Local Control:
  - o Added LUAW procedures
  - o Added options for local control to re-sequence props in the event of a go around/missed approach
  - o Added runway exiting procedures
- Chapter 6 TRACON:
  - o Specified ZDC sector that overlies FAY for preapproved coordination
  - o Changed 15,000 to 17,000 to reflect CLT TRACON altitudes
- Appendix:
  - o Updated video map and diagrams
  - o Added Surrounding Airspace image

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# Chapter 1. General

## Section 1. Introduction

### 1-1-1. PURPOSE OF THIS ORDER

This order describes the airspace structure, procedures, and relevant control-related policy for all controllers working an operational FAY ATCT/TRACON position on the VATSIM network.

### 1-1-2. AUDIENCE

This order applies to all vZDC controllers and any non-assigned (i.e., visiting) controller receiving training from the vZDC Training Department to work any facility or airspace delegated to vZDC.

### 1-1-3. WHERE TO FIND THIS ORDER

This order is available on the vZDC web site at <https://www.vzdc.org/publications/downloads> under the Publications tab.

### 1-1-4. WHAT THIS ORDER CANCELS

This order cancels the FAY ATCT/TRACON SOP 7110.65V document, dated as effective on February 12, 2017. This document is now the sole document outlining standard policy and procedure for FAY ATCT/TRACON.

### 1-1-5. EXPLANATION OF CHANGES

This change introduces the new SOP formatting across the ARTCC along with updated information, diagrams, and providing clarity in certain areas not covered in the previous version.

### 1-1-6. DENOTATION OF CHANGES

Changes are indicated via the use of the shading tool. The changed text is highlighted in grey to indicate a change. No indication is made where text was removed from the document. Grammatical revisions and other changes to improve readability without changes in policy will not be marked.

#### **EXAMPLE –**

*Changed or added text is highlighted in grey.*

## Chapter 2. Operations

### Section 1. Operational Positions

#### 2-1-1. ALL POSITIONS AND FREQUENCIES

TBL 2-1-1

##### ACY ATCT/TRACON Positions & Frequencies

<u>Identifier</u>	<u>Position</u>	<u>Frequency</u>
Ground	Ground Control	121.700
Local	Local Control	118.300
East Radar	Approach East	133.000
<b>North Radar</b>	<b>Approach North</b>	<b>125.175</b>
West Radar	Approach West	127.800

**NOTE –**

*Bold text is the primary frequency.*

### Section 2. Runway Configurations

#### 2-2-1. RUNWAY 04/22

Runway 04/22 shall always be utilized as the primary runway, even if the wind is favoring Runway 10/28. All turbojet aircraft must utilize this runway.

#### 2-2-2. RUNWAY 10/28

Runway 10/28 may be utilized depending on the wind speed and direction.

#### 2-2-3. RUNWAY SELECTION

Runway 04/22 shall be selected as the primary runway in use. Runway 10/28 should be utilized for propeller-driven aircraft unless the sustained wind speed is greater than 15 knots and only favors runway 04/22.

#### 2-2-4. CHANGE IN RUNWAY CONFIGURATION

The CIC must determine the need for making any active runway changes. A routine runway change occurs when traffic and/or weather conditions are such that the change can be made with little or no degradation in service. In this instance, departures are allowed to depart from the runway originally assigned. Use the following procedures to complete a routine runway change:

- 1) Provide FAY TRACON with the last departure's identification, its estimated time of departure, and the departure runway.
- 2) Once the last aircraft departs, ensure that no other aircraft departs FAY without a release from FAY TRACON.

- 3) Ensure that departures off the new runway have received the appropriate DP and departure control frequency, as needed.
- 4) FAY TRACON shall inform the CIC when the sector reconfiguration has been completed.
- 5) Ensure the ATIS has been updated and reflects the proper status.

# Chapter 3. Clearance Delivery

## Section 1. Duties

### 3-1-1. RESPONSABILITIES

Clearance Delivery must:

- a. Formulate and issue IFR and VFR clearances to aircraft departing FAY. This does not include aircraft wishing to conduct pattern work.
- b. Review proposed flight plan information received and verify for accuracy and amend routing and altitudes, as necessary, in accordance with appropriate LOA's.

**NOTE –**

*There is no Clearance Delivery position within FAY ATCT, Ground Control assumes responsibility for Clearance Delivery duties.*

### 3-1-2. IFR DEPARTURE INSTRUCTIONS

All IFR aircraft should be assigned the Mounty Five (MTY5) departure, radar vectors to an appropriate route or depicted fix. If an aircraft is unable to fly the MTY5 departure, they shall be assigned radar vectors to their initial fix. IFR aircraft should be assigned an initial altitude of 2,000 feet and told to expect their filed cruise altitude ten minutes after departure.

### 3-1-3. VFR DEPARTURE INSTRUCTIONS

VFR aircraft requesting flight following shall have the following in their VFR flight plan prior to departure:

- a. Destination airport
- b. Aircraft type
- c. Requested VFR altitude

VFR aircraft remaining in the pattern require a squawk code assigned to them. VFR aircraft requesting flight following shall be told to maintain VFR at or below 2,000 feet.

### 3-1-4. DEPARTURE FREQUENCY ASSIGNMENT

Assign departure frequencies in accordance with an aircraft's route of flight.



## Chapter 4. Ground Control

### Section 1. Duties

#### 4-1-1. RESPONSABILITIES

Ground Control must:

- a. Sequence aircraft that have the same first fix or direction of departure with other aircraft.
- b. Keep runway exits clear for landing aircraft.

#### 4-1-2. RUNWAY CROSSINGS

Blanket crossings are not approved at FAY. Ground control must verbally coordinate with local control for any aircraft that require a runway crossing.

#### 4-1-3. RUNWAY ASSIGNMENT

Turbojets shall be assigned runway 04/22 whichever is active. For props, if more than one runway is in use, ground control may assign a runway most aligned with the aircraft's route of flight.

**NOTE –**

*Assigning an aircraft a non-standard runway requires coordination with local control via verbal or nonverbal methods.*

## Chapter 5. Local Control

### Section 1. Airspace Utilization

#### 5-1-1. AIRSPACE

Local Control assumes responsibility for the airspace within 5 NM of KFAY up to 2,200 feet.

### Section 2. Departure Procedures

#### 5-2-1. DEPARTURE HEADINGS

Unless aircraft are on the MTY5 departure, assign all IFR and VFR departures runway heading, unless otherwise coordinated with FAY TRACON.

#### 5-2-2. LINE UP AND WAIT (LUAW)

LUAW procedures are authorized at ACY. Such operations are generally viewed as necessary to maintain airport efficiency. Use LUAW when it is expected the aircraft will depart after conflicting traffic is clear of the runway/ intersection. Utilize good operating practices and memory aids as needed when using LUAW procedures.

- a. Do not clear an aircraft to land, touch-and-go, option, or low approach on the same runway with an aircraft that has been cleared to line up and wait until the aircraft starts takeoff roll.

#### 5-2-3. DEPARTURE RELEASES

FAY has blanket IFR releases unless one of the following conditions is met:

- a. There was a previous missed approach/go around and automatic departure releases have not been given back by FAY TRACON.
- b. FAY TRACON cancels automatic releases and local control must call for release.
- c. An aircraft is departing a non-standard departure runway.
- d. The aircraft is landing at a FAY TRACON satellite airport.

When one or more of the above conditions are met, Local Control must call FAY TRACON for release stating the following information:

- a. ACID
- b. Runway and departure heading
- c. Initial routing

## **Section 3. Arrival Procedures**

### **5-3-1. MISSED APPROACH/GO AROUND PROCEDURES**

Missed approaches or go around instructions are climb and maintain 2,000 feet and fly runway heading. Local control shall immediately coordinate with FAY TRACON about the aircraft. Automatic departure releases are suspended following a missed approach/go around until FAY TRACON releases them to local control.

- a. After a missed approach/go around automatic releases are suspended until released by FAY TRACON.
- b. Tower may re-sequence props providing the Tower ensures separation between the go around and all other pertinent traffic and does not affect the sequence of other IFR arrivals sequenced by the TRACON.

### **5-3-2. RUNWAY EXITING PROCEDURES**

Once aircraft are clear of the runway they shall be transferred to ground control.

## Chapter 6. TRACON

### Section 1. Airspace

#### 6-1-1. FAY TRACON AIRSPACE

ACY TRACON is delegated the airspace as seen in Appendix A from the surface to 10,000 feet.

### Section 2. Departures

#### 6-2-1. PROCEDURES

All departures must be climbed to 10,000 feet or lower filed cruise altitude and handed off to the next appropriate facility. Departures routed via SDZ or airways off FAY may be cleared on course without coordination. All other routes require an APREQ to the next facility direct to their first fix prior to being cleared on course and handed off.

#### 6-2-2. PREAPPROVED COORDINATION

Westbound aircraft routed into ZTL or southbound aircraft routed into ZJX may be pointed out to ZDC09 (DIXON) and, if approved, may be handed off directly to the receiving ARTCC.

**NOTE –**

*An APREQ with the receiving ARTCC direct to an aircraft's first fix is required.*

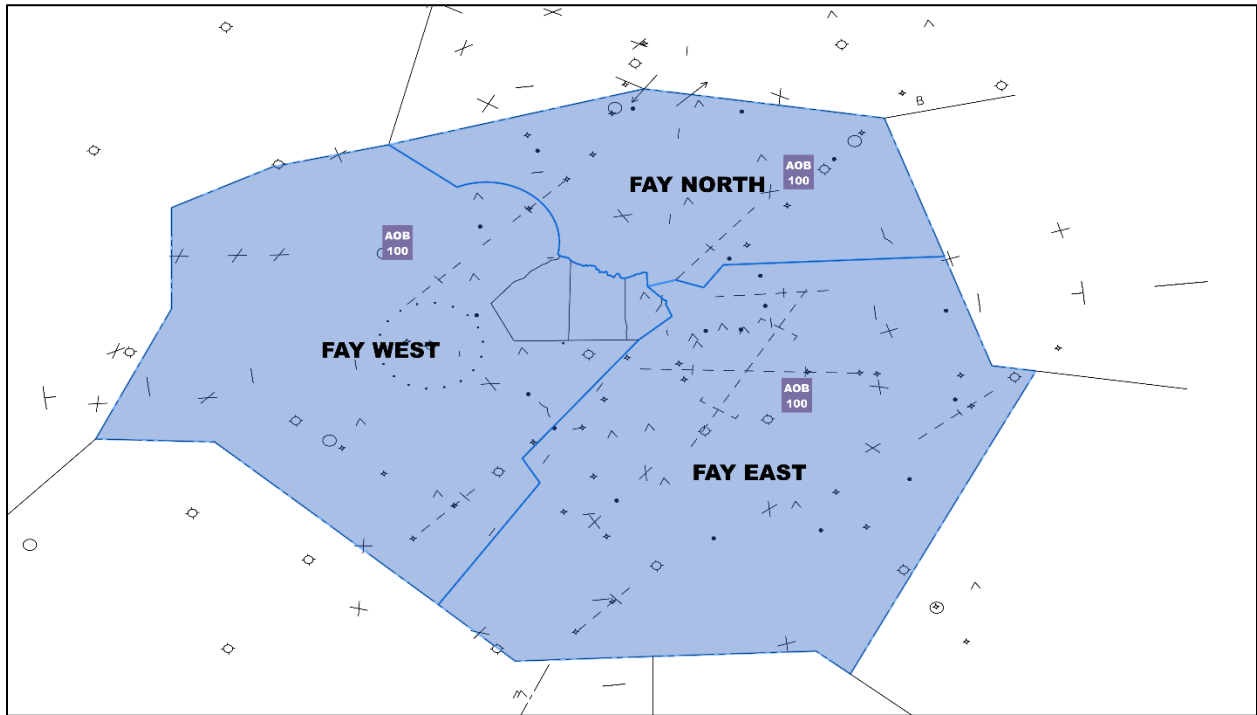
Aircraft entering ZTL airspace shall be issued a climb to 17,000 feet to get above CLT TRACON.

### Section 3. Arrivals

#### 6-3-1. FAY ARRIVALS

FAY TRACON has control for turns up to 30 degrees and descent on initial contact. Arrivals will be handed off at or descending to 11,000 feet.

## APPENDIX A. AIRSPACE DELEGATION



## APPENDIX B. SURROUNDING AIRSPACE

