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ACY ATCT/TRACON SOP

Version C – Effective July 5, 2024

July 1, 2024

vZDC ACY ATCT/TRACON 7110.65C

RECORD OF CHANGES

Initial Publication – April 27, 2014

- Initial Publication of vZDC ACY ATCT/TRACON SOP

April 27, 2017 (2.00 Revision)

- Updated formatting
- Re-drawn airspace delegation diagram

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 Changed ACY1 to ACY2
 - o Added more details pertaining to VFR departures
- Chapter 4 Ground Control:
 - o Added information on responsibilities and runway crossings
- Chapter 5 Local Control:
 - o Added LUAW procedures
 - o Added departure releases
 - o Added runway exiting procedures
- Chapter 6 TRACON:
 - o Specified ZDC sector that overlies ACY for preapproved coordination
- 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 ACY 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 ACY ATCT/TRACON SOP Version 2.00 document, dated as effective on April 27, 2017. This document is now the sole document outlining standard policy and procedure for ACY 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 POSTIONS AND FREQUENCIES

TBL 2-1-1

ACY ATCT/TRACON Positions & Frequencies

<u>Identifier</u>	<u>Position</u>	<u>Frequency</u>
Clearance	Clearance Delivery	127.850
Ground	Ground Control	121.900
Local	Local Control	120.300
South Radar	Approach South	124.600
North Radar	Approach North	134.250

NOTE –

Bold text is the primary frequency.

Section 2. Runway Configurations

2-2-1. RUNWAY 13/31

Runway 13/31 shall always be utilized as the primary runway, even if the wind is favoring Runway 04/22. All turbojet aircraft must utilize this runway.

2-2-2. RUNWAY 04/22

Runway 04/22 may be utilized depending on the wind speed and direction.

2-2-3. RUNWAY SELECTION

Runway 13/31 shall be selected as the primary runway in use. Runway 04/22 should be utilized for propeller-driven aircraft unless the sustained wind speed is greater than 15 knots and only favors Runway 13/31.

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 ACY 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 ACY without a release from ACY TRACON.

- 3) Ensure that departures off the new runway have received the appropriate DP and departure control frequency, as needed.
- 4) ACY 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 ACY. This does not include aircraft wishing to conduct pattern work.
- b. Review proposed flight plan information received and verify for accuracy and amend routings and altitudes, as necessary, in accordance with appropriate LOA's.

3-1-2. IFR DEPARTURE INSTRUCTIONS

All IFR aircraft should be assigned the Atlantic City Two (ACY2) departure, radar vectors to an appropriate route or depicted fix. If an aircraft is unable to fly the ACY2 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 CORSSINGS

Blanket crossings are not approved at ACY. 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 13/31, 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 KACY up to 2,100 feet.

Section 2. Departure Procedures

5-2-1. DEPARTURE HEADINGS

Unless aircraft are on the ACY2 departure, assign all IFR and VFR departures runway heading, unless otherwise coordinated with ACY 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

ACY 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 ACY TRACON.
- b. ACY TRACON cancels automatic releases and local control must call for release.
- c. An aircraft is departing a non-standard departure runway.

When one or more of the above conditions are met, Local Control must call ACY 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 ACY TRACON about the aircraft. Automatic departure releases are suspended following a missed approach/go around until ACY TRACON releases them to local control.

- a. After a missed approach/go around automatic releases are suspended until released by ACY 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. LAND AND HOLD SHORT OPERATIONS (LAHSO)

LAHSO is authorized at KACY. Reference table 5-3-2 "LAHSO Distance Available" for details on the runways and distance available for each runway.

TBL 5-3-2
LAHSO Distance Available

<u>Landing Runway</u>	<u>Hold Short Runway</u>	<u>Distance Available</u>
04	13/31	3,550 feet
13	04/22	3,600 feet
31	04/22	5,750 feet

5-3-3. 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. ACY TRACON AIRSPACE

ACY TRACON is delegated the airspace as seen in Appendix A from the surface to 7,000 feet.

Section 2. Departures

6-2-1. PROCEDURES

All departures must be climbed to 7,000 or lower filed cruise altitude and handed off to the next appropriate facility. Departures routed via SIE, VCN, ENO, PANZE, LEEAH, ATR, OOD, DQO, and airways off ACY may be cleared on course without coordination. All other routes require an APREQ to the next facility direct to their first filed fix prior to being cleared on course and handed off.

6-2-2. PREAPPROVED COORDINATION

Northbound aircraft entering ZNY from ACY may be pointed out to **ZDC 51 (CASINO)** and, if the point out is approved, a handoff may be initiated directly to ZNY.

Section 3. Arrivals

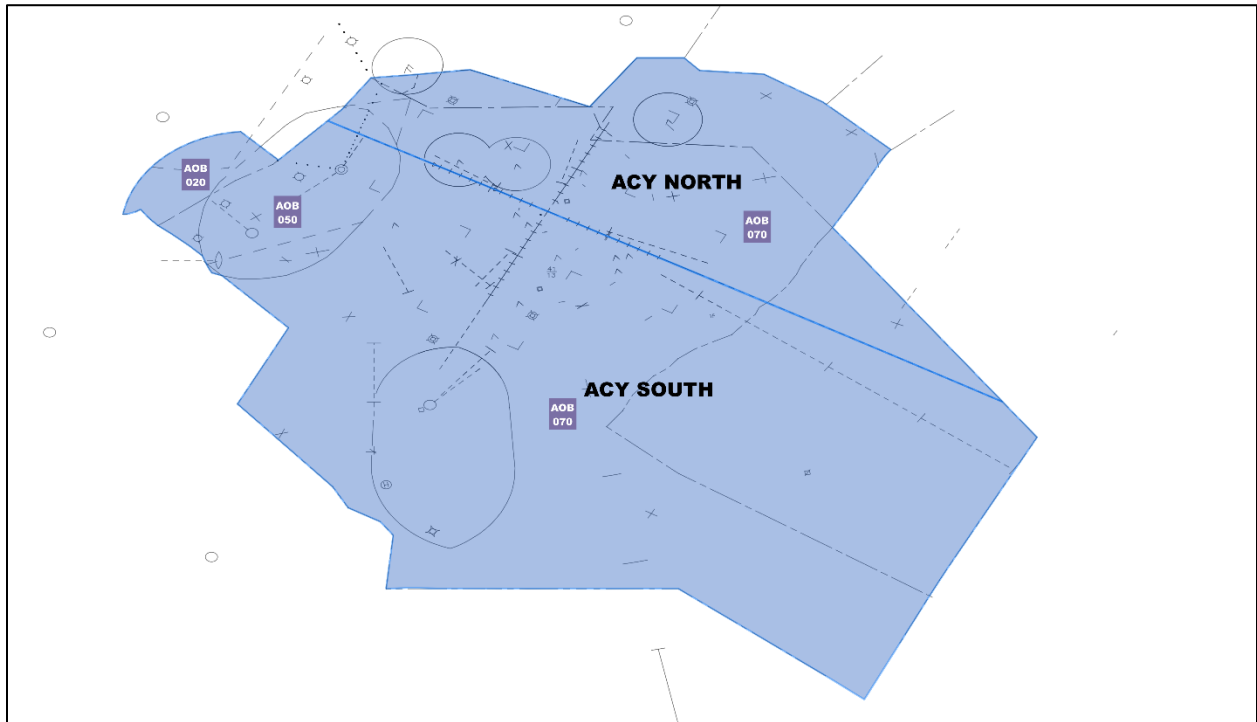
6-3-1. ACY AREA ARRIVALS

ACY TRACON has control for turns up to 30 degrees and descent on initial contact. Arrivals will be handed off at or descending to 8,000 feet.

6-3-2. PHL AREA ARRIVALS

Prop aircraft landing PHL will be handed off at or descending to 8,000 feet. ACY TRACON shall descend such aircraft to 5,000 feet and hand off to PHL TRACON.

APPENDIX A. AIRSPACE DELEGATION



APPENDIX B. SURROUNDING AIRSPACE

