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ILM ATCT/TRACON SOP

Version D – Effective June 1, 2025

RECORD OF CHANGES

Initial Publication – February 12, 2017
- Initial Publication of vZDC ILM ATCT/TRACON SOP

April 26, 2017 (2.00 Revision)
- Updated formatting
- Re-drawn airspace delegation

July 1, 2024 (C Revision)
- Entire Publication:
  - Formatting changes
- Chapter 1 General:
  - Added standardized sections and subsections
- Chapter 2 Operations:
  - Moved the positions table to this chapter
  - Added section 2 “Runway Configurations” and subsequent subsections
- Chapter 3 Clearance Delivery:
  - Added 3-1-1 establishing responsibilities
  - Changed IFR departure instructions to just show radar vectors first fix
  - Added more details pertaining to VFR departures
- Chapter 4 Ground Control:
  - Added 4-1-1 establishing responsibilities
  - Added 4-1-2 runway crossings
  - Added 4-1-3 runway assignment
- Chapter 5 Local Control:
  - Added more information on departure headings and departure releases
  - Added 5-2-2 LUAW
  - Added section specifying local control’s ability to re-sequence props after a go around/missed approach
  - Added 5-3-2 runway exiting procedures
- Chapter 6 TRACON:

  Specified ZDC sector that overlies FAY for preapproved coordination
- Appendix:
  - Updated video map and diagrams
  - Added Surrounding Airspace image

June 1, 2025 (D Revision)
- Chapter 2 Operations:
  - Added Clearance Delivery position
  - Defined calm wind runway
- Chapter 3 Clearance Delivery:

    - Updated initial altitude
- Chapter 5 Local Control:
    - Modified local airspace definition
    - Added departure headings
    - Added missed approach altitudes based on aircraft type
    - Authorized automatic releases
- Chapter 6 TRACON:
    - Clarified final approach sequencing responsibilities and procedures during split

Table of Contents

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 ILM 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 ILM ATCT/TRACON SOP Version 2.00, dated as effective on April 26, 2017. This document is now the sole document outlining standard policy and procedure for ILM 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
ILM ATCT/TRACON Positions & Frequencies

Identifier	Position	Frequency
Clearance	Clearance Delivery	120.875
Ground	Ground Control	121.900
Local	Local Control	119.900
East Approach	**Approach East**	**135.750**
West Approach	Approach West	118.250

NOTE –
Bold text is the primary frequency.

Section 2. Runway Configurations

2–2–1. GENERAL

Runway 24 is the preferred calm wind runway. Controllers shall select a single runway for usage that best aligns with the wind. A second runway may be utilized at the discretion of the controller based on traffic and weather conditions.

2–2–2. 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 ILM TRACON with the last departure's identification, its estimated time of departure, and the departure runway.

2) Once the last aircraft departures, ensure that no other aircraft departs ILM without a release from ILM TRACON.

3) Ensure that departures off the new runway have received the appropriate DP and departure control frequency, as needed.

4) ILM TRACON shall inform the CIC when the sector reconfiguration has been completed.

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 ILM. 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.

3–1–2. IFR DEPARTURE INSTRUCTIONS

All IFR aircraft should be assigned radar vectors to their initial fix. IFR aircraft should be assigned an initial altitude as follows:

a. Jets – 5,000 feet

b. All other aircraft – 2,000 feet

If applicable, aircraft should be 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 or participating in the TRSA shall be told to maintain VFR at or below the appropriate altitude based on aircraft type as listed in 3-1-2.

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 ILM. Ground control must verbally coordinate with local control for any aircraft that require a runway crossing.

4–1–3. RUNWAY ASSIGNMENT

All aircraft shall be assigned the designated active runway. 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 7 NM of KILM up to 2,000 feet.

Section 2. Departure Procedures

5–2–1. DEPARTURE HEADINGS

All departures shall be assigned a heading in their takeoff clearance in accordance with table 5-2-1 “Departure Headings.”

TBL 5-2-1
Departure Headings

A/C Type	Runway	Heading Assignment
Jet	All	RH
All Other Aircraft	6	RH, 040, 080
	17	RH, 150, 190
	24	RH, 220, 260
	35	RH, 330, 010

5–2–2. LINE UP AND WAIT (LUAW)

LUAW procedures are authorized at ILM. 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

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

a. There was a previous missed approach/go around and the automatic departure releases have not been given back by ILM TRACON.

b. ILM 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 ILM TRACON or ZDC 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 3,000 feet (jet) or 2,000 feet (other) and fly runway heading. Local Control shall immediately coordinate with ILM TRACON about the aircraft. Automatic departure releases are suspended following a missed approach/go around until ILM TRACON releases them to Local Control.

a. After a missed approach/go around automatic releases are suspended until released by ILM 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. ILM TRACON AIRSPACE

ILM 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. Aircraft should be cleared on course prior to transfer of communications.

6–2–2. PREAPPROVED COORDINATION

a. Approach East/West has control on contact for aircraft transitioning/exiting Local airspace.

b. Southbound aircraft routed into ZJX may be pointed out to ZDC09 (DIXON) and, if approved, may be directly handed off to ZJX.

Section 3. Arrivals

6–3–1. ILM ARRIVALS

ILM 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.

6–3–2. EAST/WEST SEPARATION WHEN SECTORS ARE SPLIT

Approach East is responsible for the approach sequence when Runway 24 is the primary runway, Approach West is responsible for the approach sequence when Runway 6, 17, or 35 is the primary runway.

a. Approach West owns the final approach course out to 15nm for Runway 17 or 35.

b. When using Runway 17 or 35, Approach East shall not vector arrivals more than 2 miles beyond (east/west) the final without coordination.

c. When using Runway 17 or 35, Approach West shall provide Approach an arrival sequence for arrivals under Approach East control.

(1) Approach East shall initiate a radar point out to Approach West for the aircraft requiring a slot. Approach East then shall verbally ask Approach West for a slot referencing the pointed-out aircraft.

(2) Approach West will issue traffic for Approach East to follow by initiating a radar point out on the aircraft to Approach East. If no traffic is required to be issued,

Approach West should allow the Approach East aircraft to go first in the sequence.

PHRASEOLOGY –
APPROACH EAST: "REQUEST ONE SLOT [ACID]"

APPROACH WEST (first slot): "FIRST SLOT APPROVED."

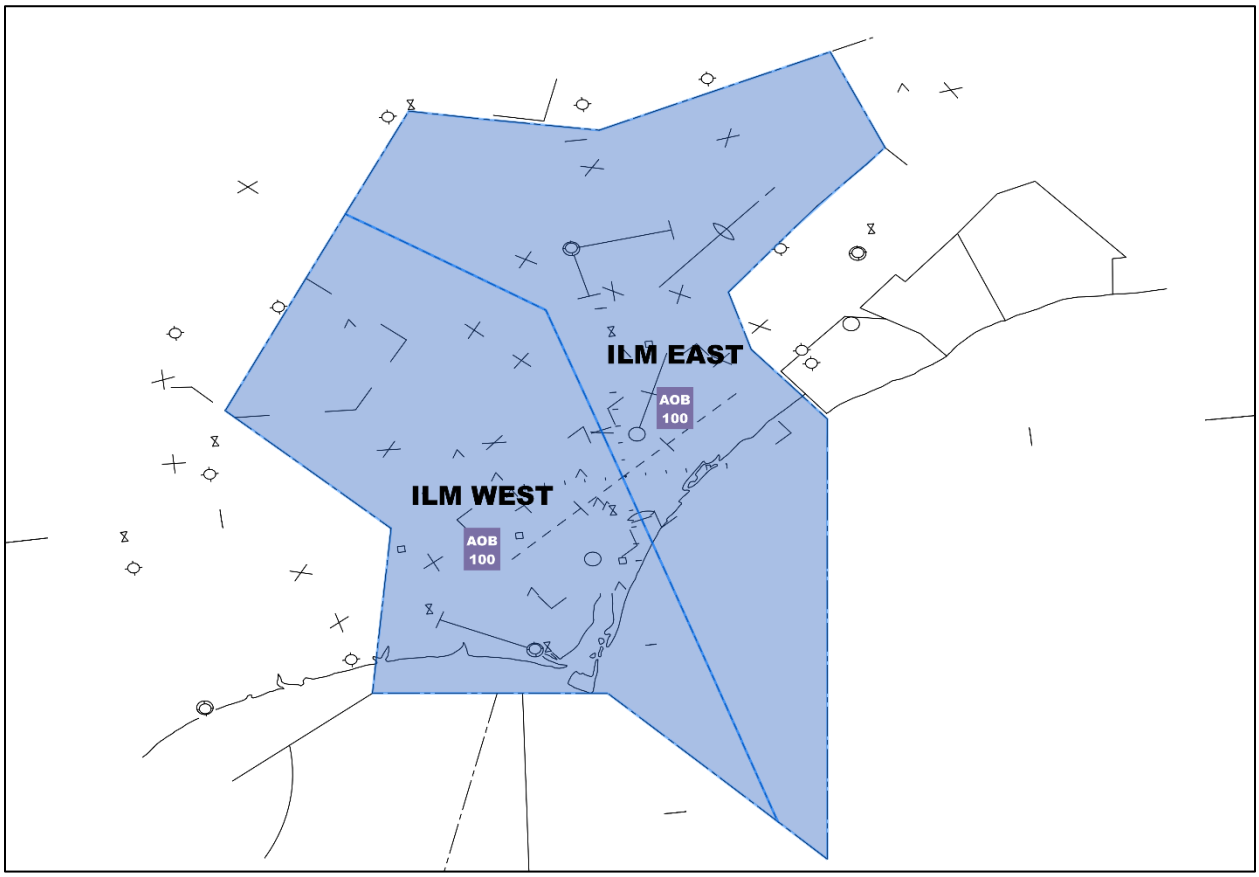
OR

APPROACH WEST (behind traffic): "ONE SLOT APPROVED BEHIND [ACID]"

NOTE –

1) *If a radar point out is not utilized, a cardinal direction and specific mileage must be given in lieu of the point out.*
2) *More than one slot may be coordinated at a time, just ensure all aircraft are pointed out or are issued their respective positions during the coordination.*

APPENDIX A. AIRSPACE DELEGATION



APPENDIX B. SURROUNDING AIRSPACE