

# CHIPPEWA VALLEY AIRPORT FCT STANDARD OPERATING PROCEDURES



**JANUARY 20, 2024**

**VIRTUAL MINNEAPOLIS ARTCC**

**VIRTUAL AIR TRAFFIC SIMULATION NETWORK**

**Order Record of Changes**

<b>Change</b>	<b>Description</b>	<b>Effective Date</b>	<b>Issued By</b>
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## CHAPTER 1. GENERAL

### 1-1. PURPOSE

This order prescribes Standard Operating Procedures required for use by personnel providing air traffic control services at EAU FCT on the VATSIM network. These procedures are additional to those required by other FAA, vZMP, VATUSA, and VATSIM directives. All vZMP controllers should be familiar with the provisions of this order and apply them when performing their operational duties and responsibilities.

### 1-2. DISTRIBUTION

All vZMP personnel.

### 1-3. CANCELLATION

vZMP ATCSOP Rev. 7, Section 3.7 “Chippewa Valley Regional Airport – Eau Claire, WI (KEAU)” dated 20 Oct 2011.

### 1-4. EFFECTIVE DATE

This order is effective January 20, 2024.

### 1-5. EXPLANATION OF CHANGES

Initial release.

### 1-6. OPERATING POSITIONS

Throughout this order, the term Ground Control (GC) indicates the duties, responsibilities, and functions of Clearance Delivery (CD) and GC. Local Control (LC) retains only those duties, responsibilities, and functions of that specific position.

The following positions are in use at EAU FCT:

<i>Position Name</i>	<i>Frequency</i>	<i>Callsign</i>
Ground Control/Clearance Delivery (GC)	120.925	EAU_GND
Local Control (LC)	118.575	EAU_TWR
ATIS	126.025	KEAU_ATIS

## **CHAPTER 2. GROUND CONTROL/CLEARANCE DELIVERY**

### **2-1. POSITION DUTIES AND RESPONSIBILITIES**

- a. Issue instructions to taxiing aircraft operating on taxiways and inactive runways.
- b. Initiate control instructions.
- c. Assist LC in scanning the movement area environment.
- d. Process and forward flight plan information.
- e. Issue clearances and ensure the accuracy of the pilot read back.
  1. Issue 4,000 feet initially, and expect requested altitude 10 minutes after departure to all IFR aircraft.
- f. Coordinate with LC prior to crossing a runway designated as active, or assigning a runway other than one designated as active.

### **2-2. RADIO FREQUENCIES**

GC primary radio frequency is 120.925.

### **2-3. AREA OF JURISDICTION**

GC's area of jurisdiction includes all taxiways and non-active runways. GC may issue advisories to known traffic in all non-movement areas, workload permitting.

## **CHAPTER 3. LOCAL CONTROL**

### **3-1. POSITION DUTIES AND RESPONSIBILITIES**

- a. Coordinate IFR releases with ZMP.
- b. Notify ZMP of unplanned IFR missed approaches, and assign the published missed approach to all aircraft and instruct them to contact center.
- c. Advise ZMP of landing or cancellation of IFR for all IFR aircraft.
- d. Coordinate with ZMP to obtain clearances for SVFR arrivals, departures, and overflights. Notify ZMP when SVFR traffic is clear of the Class D or SVFR operations are suspended.
- e. Ensure pilots read back issued clearances accurately.
- f. Coordinate instrument runway change.
- g. Ensure prior coordination with GC to use portions of the movement area either owned by GC or released to that position.
- h. Initiate control instructions.
- i. Scan the movement area.
- j. LC is authorized to issue a visual approach clearance to the same runway to an aircraft on their frequency previously cleared for an instrument approach by the center.

### **3-2. USE OF RUNWAYS**

Authorization for aircraft to taxi on or along an active runway, for purposes other than crossing, must be provided via direct communications on the appropriate local control frequency.

### **3-3. RADIO FREQUENCIES**

LC primary radio frequency 118.575.

### **3-4. AREA OF JURISDICTION**

LC's area of jurisdiction includes the EAU Class D Airspace at or below 3,500 feet MSL, and all active runways.

## **APPENDIX 1. POSITION RELIEF CHECKLISTS (GC/LC)**

1. STATUS INFORMATION AREAS
2. EQUIPMENT STATUS
3. VERBALLY STATE RUNWAY STATUS
  - OPEN/CLOSED
  - BRAKING ACTION
4. ALTIMETER AND WEATHER TRENDS
5. AIRPORT ACTIVITIES
6. SPECIAL INSTRUCTIONS/RESTRICTIONS/ACTIVITIES
7. FLOW CONTROL
8. PERTINENT OPERATIONAL NOTAMS
9. TRAFFIC

## APPENDIX 2. INTERSECTION TAKEOFF CHART

