

SAWYER FCT STANDARD OPERATING PROCEDURES



JANUARY 20, 2024

VIRTUAL MINNEAPOLIS ARTCC

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

Order Record of Changes

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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 SAW 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 6.5 “Sawyer International Airport , Marquette, MI (KSAW)” 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 SAW FCT:

<i>Position Name</i>	<i>Frequency</i>	<i>Callsign</i>
Ground Control/Clearance Delivery (GC)	121.650	SAW_GND
Local Control (LC)	119.975	SAW_TWR
ATIS	118.375	KSAW_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. Monitor and operate communication equipment.
- d. Assist LC in scanning the movement area environment.
- e. Process and forward flight plan information.
- f. Issue clearances and ensure the accuracy of the pilot read back.
 1. Instruct departing IFR aircraft to maintain 4,000 feet and expect their requested altitude 10 minutes after departure.
- g. 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 121.650.

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 and missed approaches with ZMP.
 1. Assign an altitude of 4000 ft and runway heading to aircraft conducting a go-around on visual approaches, unless otherwise coordinated.
 2. Immediately notify ZMP when an arriving aircraft executes a missed approach, assign the published missed approach (except for visual approaches), and return the aircraft to the ZMP frequency.
 3. Notify ZMP when arrival aircraft have landed or cancelled IFR.
- b. Ensure prior coordination with GC to use portions of the movement area either owned by GC or released to that position.
- c. Initiate control instructions.
- d. Scan the movement area.
- e. Coordinate with ZMP to obtain SAW Class D Airspace SVFR clearances for departures, arrivals, and overflights. Notify ZMP of termination when SVFR traffic is clear of Class D airspace or SVFR operations are suspended.
- f. Coordinate instrument runway change.
- g. The following operations require coordination with GC:
 1. A helicopter landing on any movement or non-movement area other than an active runway.
 2. Retaining communications and control of a landing aircraft for taxi to the ramp.

3-2. RADIO FREQUENCIES

LC primary radio frequency is 119.975.

3-3. AREA OF JURISDICTION

LC's area of jurisdiction includes all active runways and the SAW Class D surface area at or below 3,700 feet MSL.

APPENDIX 1. INTERSECTION TAKEOFF CHART



APPENDIX 2. POSITION RELIEF BRIEFING CHECKLIST

1. STATUS INFORMATION AREAS
2. EQUIPMENT STATUS
3. VERBALLY STATE RUNWAY STATUS – OPEN/CLOSED
4. AIRPORT CONDITIONS/ACTIVITIES
5. ALTIMETERS AND WEATHER TRENDS
6. SPECIAL INSTRUCTIONS/RESTRICTIONS
7. FLOW CONTROL
8. PERTINENT OPERATION NOTAMS
9. TRAFFIC