

TRAVERSE CITY TOWER 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 the standard operating procedures (SOP) for personnel controlling Traverse City ATCT positions on the VATSIM network. All vZMP personnel working a TVC ATCT position shall be familiar with the provisions of this order.

1-2. DISTRIBUTION

All vZMP personnel.

1-3. CANCELLATION

vZMP ATCSOP Rev. 7, Section 6.6 “Cherry Capital Airport, Traverse City MI (KTVC)” 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

The following positions are in use at TVC ATCT:

<i>Position Name</i>	<i>Frequency</i>	<i>Callsign</i>
Local Control (LC)	124.200	TVC_TWR
Ground Control (GC)	121.800	TVC_GND
ATIS	119.175	KTVC_ATIS

CHAPTER 2. GROUND CONTROL (GC)

2-1. GENERAL

- a. Duties and responsibilities – The GC position is responsible for the safe and orderly flow of aircraft on airport movement areas, excluding active runways. (Appendix 1)
- b. Frequencies – The primary frequency for GC is 121.8.
- c. All phraseology for taxi and movement of aircraft shall be made in accordance with FAAO 7110.65.

2-2. PROCEDURES

- a. Obtain verbal approval from LC prior to authorizing an aircraft to cross or use any portion of an active runway. Authorization for aircraft to proceed on an active runway, for purposes other than crossing, shall be given via the Local controller on the appropriate LC frequency unless otherwise coordinated.
- b. Advise LC when active runway is clear after crossing use was coordinated.
- c. Advise LC of an aircraft that has been taxied to an intersection for departure, write the intersection on the strip IAW vZMP N7110.101.
- d. Forward the IFR progress strip to LC when IFR aircraft taxi for departure.
- e. Ensure all departing aircraft have received the ATIS or active runway, current weather, and field conditions.
- f. Issue IFR and Special VFR departure clearances:
 1. Assign 3,000 feet MSL to all IFR departures and advise the departure to “expect (filed altitude) 10 minutes after departure.”
 2. Clear all SVFR operations to “maintain at or below 3,500 feet MSL” while operating in the Traverse City Airport Class D surface area.

2-3. PROBLEM AREAS

- a. All of taxiway Juliet is non-movement; the portion of taxiway D3 north of taxiway D is nonmovement, as is the run up area on taxiway Delta. Taxiway C2, east of taxiway Charlie is nonmovement. (See appendix 1)
- b. Aircraft taxiing from the west side of the airport, to all runways except RY10, must proceed across runway RY18/36.

2-4. COORDINATION

a. Coordination with Local Control:

1. Coordinate when an aircraft requests a departure on other than the active runway, prior to taxiing. Coordination must include “request opposite direction”, including call sign and runway.
2. Request to cross an active runway. Each crossing must be coordinated individually.

PHRASEOLOGY: “CROSS (RUNWAY) AT (INTERSECTION)”

3. Authorization for aircraft to proceed on an active runway for purposes other than crossing shall be given via the local controller on the LC frequency; however, if the situation dictates otherwise, request control of the runway from LC.

PHRASEOLOGY: “REQUEST CONTROL OF (RUNWAY) FOR (REASON).”

4. Advise when crossings/use of active runway is complete:

PHRASEOLOGY: “CLEAR OF RUNWAY (RUNWAY) AT (INTERSECTION).”

CHAPTER 3. LOCAL CONTROL (LC)

3-1. GENERAL

- a. Duties and Responsibilities. The Local Control position is responsible for the safe and orderly flow of aircraft operating on active runways, and other movement areas designated for takeoffs and landings within the control area of jurisdiction.
- b. Jurisdictional Boundaries. TVC Class D Surface Area is defined as: That airspace extending upward from the surface to and including 2,500' AGL/3100' MSL within 5SM/4.4NM radius of the Cherry Capital Airport.
- c. Frequencies: The primary frequencies for LC are 124.2 and 348.6 shall be selected and monitored continuously.

3-2. PROCEDURES

- a. Authorize use of a runway other than the designated active runway.
- b. Issue traffic advisories as necessary using STARS and IAW FAAO 7110.65.
- c. Request releases for all IFR departures with ZMP. Issue runway heading to all departures, unless otherwise coordinated with ZMP.
- d. Request the release of the TVC Class D surface area for SVFR operations from ZMP.
- e. If an aircraft landing roll-out on runway 28 takes them to the end of the runway and their parking is to the east of runway 18/36, aircraft will be kept on LC frequency until the aircraft is clear of the east side of runway 18/36.
- f. Land and Hold Short Operations (LAHSO). Local control shall ensure all the following requirements are met prior to authorizing LAHSO:
 1. Operations are conducted IAW FAAO 7110.65 and FAAO 7210.3. Group 1 thru 6 aircraft, LAHSO may be conducted on runway 28, short of runway 18/36 with an available landing distance (ALD) of 5,900 feet. Group 1 aircraft LAHSO may be conducted on runway 18, short of runway 10/28 with an available landing distance (ALD) of 2,850 feet.

- g. Line up and Wait (LUAW) procedures.
 - 1. LUAW procedures shall be IAW FAAO 7110.65 and all applicable orders and notices.
 - 2. Exchange traffic information to an arrival aircraft and aircraft holding on same/intersecting runways when LUAW is used, and/or to both aircraft holding when same/intersecting runways are in use.
 - 3. Do not LUAW more than one aircraft at a time on the same runway.
 - 4. Do not issue landing clearance to inbound aircraft on the same runway until LUAW aircraft has started takeoff roll.
 - 5. Do not issue a LUAW clearance if an aircraft has been cleared to land on the same runway.

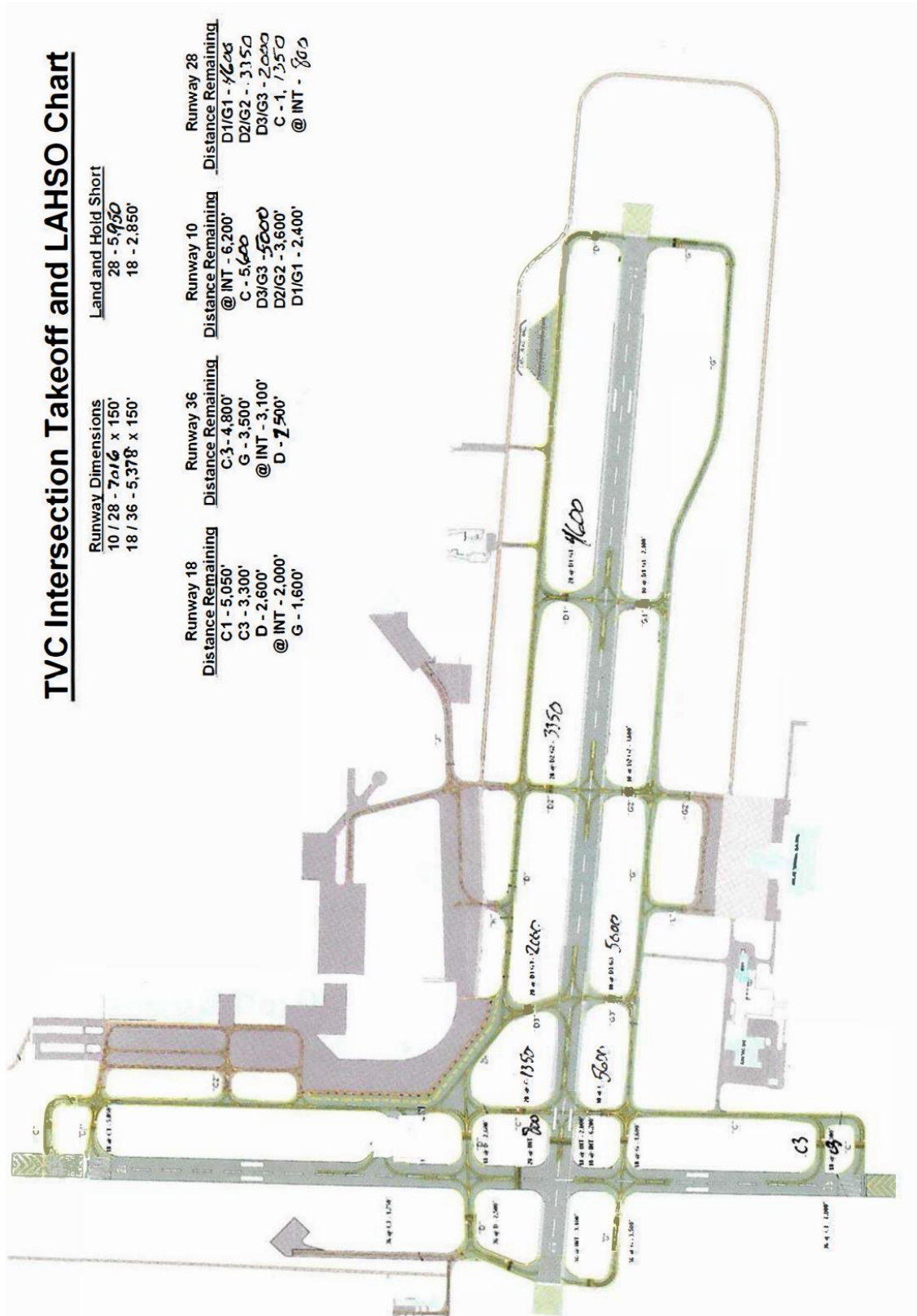
3-3. COORDINATION

- a. Coordinate with GC prior to changing runways.
- b. Coordinate with GC prior to authorizing helicopter operations in GC area of jurisdiction and/or non-movement areas. (Appendix 1)
- c. Coordinate IFR/SVFR with ZMP.

3-4. GO-AROUND/MISSED APPROACH

- a. In the event of a go-around/missed approach for an IFR aircraft, coordination with ZMP must take place to determine whether the aircraft should be kept in the local pattern, or put on a heading and returned to ZMP's control.

APPENDIX 1. INTERSECTION TAKEOFF AND LAHSO CHART



APPENDIX 2. POSITION RELIEF CHECKLISTS

<p><u>LC</u></p> <ol style="list-style-type: none"> 1) SIA 2) Runway Status <ol style="list-style-type: none"> a. Available b. Closed c. Occupied 3) Weather/Trends 4) Special Activities 5) Traffic <ol style="list-style-type: none"> a. Pending Traffic b. Active Traffic 	<p><u>GC</u></p> <ol style="list-style-type: none"> 1) SIA 2) Runway Status <ol style="list-style-type: none"> a. Available b. Closed c. Occupied 3) Weather/Trends 4) Special Activities 5) Traffic <ol style="list-style-type: none"> a. Pending Traffic b. Active Traffic
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