

ORDER

**GRB ATCT
7110.65A**

**GREEN BAY ATCT
STANDARD OPERATING PROCEDURES**




March 17, 2020

**VATSIM MINNEAPOLIS ARTCC
VIRTUAL AIR TRAFFIC SIMULATION NETWORK**

SUBJ: GRB ATCT (GRB) Standard Operating Procedures

This order prescribes air traffic control procedures and phraseology for use by Air Traffic Control Specialists at the Green Bay ATCT on the VATSIM network. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgement if they encounter situations not covered by it.



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Chapter 1. General Information

1-1. Purpose of this Order. This order establishes requirements and procedures for the administration and operation of Green Bay ATCT on the VATSIM network. It supplements FAA Order 7110.65 and applicable VATUSA/VATSIM guidelines.

1-2. Audience. Controllers opening GRB ATCT positions on the VATSIM network.

1-3. What this Order Cancels. This order cancels vZMP Air Traffic Operations Manual Vol. 2., Air Traffic Control Standard Operating Procedures, Rev. 7., Section 3.4 Green Bay – Austin Straubel International Airport (KGRB).

Chapter 2. General

2-1. GRB ATCT Positions

Controllers operating GRB ATCT positions must configure their frequencies and voice channels as follows. All radar positions combine to R1's frequency.

<i>Position Name</i>	<i>Frequency</i>	<i>STARS ID</i>	<i>Callsign</i>	<i>Voice Channel</i>
Clearance Delivery	121.750		GRB_DEL	grb_121.75
Ground Control	121.900		GRB_GND	grb_121.90
Local Control	118.700	B	GRB_TWR	grb_118.70
ATIS	124.100		KGRB_ATIS	
Green Bay Arrival/Departure (R1)	119.400	G	GRB_G_APP	grb_119.40
Green Bay Satellite (R2)	126.300	S	GRB_S_APP	grb_126.30
Green Bay Satellite (R3)	120.200	X	GRB_X_APP	grb_120.20

2-2. Combining/Decombining Positions. When combining positions, a 2 minute overlap is required, however; it is not required when decombining positions. See Appendix C for position relief briefing checklists.

2-3. Critically Dependent Positions. Two positions in the facility has been identified as “critically dependent” positions. They are Ground Control and Local Control. These two positions must not be relieved simultaneously.

2-4. Local Scratch Pad Entries/STARS Tags/Special Designators. Insert the following scratch pad entries to applicable aircraft in GRB airspace:

a. Scratch Pad Entries for Green Bay Aircraft:

1. Instrument Approaches (IFR or VFR Practice Approaches):

- a. B24 or BC – LOC/BC RY24.
- b. I6 – ILS RY06.
- c. I36 – ILS RY36.
- d. G36 – RNAV RY36
- e. G18 – RNAV RY18.
- f. G6 – RNAV RY06.
- g. G24 – RNAV RY24.
- h. VOG – VOR A GRB.
- i. VOP – VOR A 92C.

2. Assigned runways for visual approaches or VFR landing traffic:

- a. R6 – RY06.
- b. R18 – RY18.
- c. R24 – RY24.
- d. R36 – RY36.

3. Assigned runways for aircraft requesting Touch and Go's or pattern work:
 - a. X6 – RY06.
 - b. X18 – RY18.
 - c. X24 – RY24.
 - d. X36 – RY36.

4. Miscellaneous (optional):
 - a. PIP – Pipeline or Power line Patrol.
 - b. PJA – Parachute Jump aircraft.
 - c. PHO – Photography aircraft.
 - d. WPA – West practice area.
 - e. Any 3-letter identifier listed in FAA 7350.8 Locations Identifier (i.e., MKE, OSH).

- b. Scratch Pad Entries for Instrument Approaches (IFR or VFR Practice Approaches) conducted at Satellite Airports are as follows:
 1. Appleton Airport:
 - a. G12 – RNAV RY12.
 - b. G21 – RNAV RY21.
 - c. G30 – RNAV RY30.
 - d. G3 – RNAV RY3.
 - e. I30 – ILS or LOC RY30.
 - f. I3 – ILS or LOC RY 3.

 2. Clintonville Airport:
 - a. C14 – RNAV RY14.
 - b. C4 – RNAV RY4.
 - c. C22 – RNAV RY22.
 - d. C32 – RNAV RY32.

 3. Manitowoc County Airport:
 - a. M17 – ILS or LOC RY17.
 - b. M17 – RNAV RY17.
 - c. M35 – RNAV RY35.
 - d. M35 – VOR/DME RY35.

 4. Shawano Airport: S29 – GPS RY29.

 5. Ephraim-Gibraltar Airport: E32 – GPS RY32.

6. Oconto Airport:
 - a. O11 – GPS RY11.
 - b. O29 – NDB or GPS RY29.

7. Sturgeon Bay/Door County Airport:
 - a. S2 – RNAV RY2.
 - b. S10 – RNAV RY10.
 - c. S20 – RNAV RY20.
 - d. S28 – RNAV RY28.
 - e. S2 – SDF RY2.

8. Menominee-Marinette Twin County Airport:
 - a. M3 – ILS/LOC/NDB/RNAV RY3.
 - b. M32 – RNAV RY32.
 - c. M21 – VOR/DME OR RNAV RY21.
 - d. MA – VOR A.

9. Pulaski-Carter Airport: VOP – VOR or GPS A.

Chapter 3. Clearance Delivery (CD)**3-1. Duties and Responsibilities.**

- a. Issue IFR/Special VFR clearances, VFR departure restrictions, and ensure proper routing and altitude. If routes are amended after clearance has been issued ensure that the pilot receives the amendment(s).
- b. Issues altitude restrictions as follows:
 1. 3000' to all IFR or OTP departures off GRB airport requesting 3000' or above.
 2. At or below 3000' to all Class C departures.
 3. At or below 2500' to all SVFR while in Class C.
- c. Assign 119.4 as the primary departure frequency.

Chapter 4. Ground Control (GC)

4-1. Duties and Responsibilities. Ground Control is responsible for the control of aircraft, vehicles, and personnel operating on the movement areas IAW FAAO 7110.65.

- a. Control all traffic on GC designated movement areas.
 - b. Obtain verbal approval from Local Control (LC) prior to authorizing an aircraft to cross or use any portion of an active runway.
 - c. Must advise LC when active runway is clear.
 - d. When aircraft taxi for departure, forward flight progress strip to LC.
 - e. Ensure all departing aircraft have received current ATIS or WX (including hazardous weather information).
 - f. Issue instructions, clearances, and ensure pilot read-back accuracy.
 - g. GC must advise LC via strip marking, when an aircraft is taxied to an intersection for departure. Verbal communications are encouraged.
1. Coordinate with LC via verbal communication prior to taxiing a departure to a non-advertised runway. Pilot requests for departures from a runway other than the advertised departure runway may be approved if traffic/workload permits.

Chapter 5. Local Control (LC)

5-1. Duties and Responsibilities. Local Control provides ATC services and approved separation in delegated airspace and in the airport surface area. Local Control airspace is a 5NM radius of the airport from the surface to 1700 MSL except in the departure area. In the departure area, the vertical limit is 3000 MSL. See Appendix A.

- a. Issue landing sequences and clearances.
- b. Issue takeoff clearances and control instructions.
- c. Issue control advisories, perform SVFR services, and provide emergency assistance to aircraft.
- d. LC has responsibility for operations on the active runway(s).
- e. Advise all arrivals and overflights to contact approach control on the appropriate frequency for sequencing.
- f. Ensure the aircraft heading is within the departure area.
- g. Coordinate departures on other than advertised runways with the appropriate TRACON position and assign the approved heading.
- h. Local Control is responsible for selecting the active runways. Coordinate with GC and TRACON prior to changing runways. Coordinate with TRACON to determine which aircraft will be the last for the active runway now in use and which will be the first aircraft for the new active runway. Wind conditions dictate the active runway(s) in use at GRB, alternative pilot requests may be coordinated.
- i. Operate the TDW and issue Safety Alerts as required.
- j. Coordinate with GC via verbal communication prior to landing an aircraft on a non-advertised runway.

5-2. Land and Hold Short Operations (LAHSO). When utilizing intersection runways and the criteria exists, LC must issue the hold short instructions based on operational need. LC must advise TRACON when hold short is not available (i.e. runway(s) not clear and dry, tail wind component, etc.). LAHSO operations cannot be conducted with air carrier or air taxi aircraft.

5-3. Line Up and Wait (LUAW). Operations may be conducted IAW FAA JO7110.65 when the following provisions are met:

- a. Landing clearance must be withheld on aircraft arriving on the same runway until the holding aircraft is issued takeoff instructions and has begun departure roll.
- b. Simultaneous LUAW operations are NOT authorized on the same runway.
- c. When an aircraft is authorized to line up and wait, inform it of the closest traffic requesting a full-stop, touch-and-go, stop-and-go, option or unrestricted low approach to the same runway.
- d. The reported ceiling must be 800 ft or more and the reported visibility must be 2 miles or more.

5-4. Go-Around/Missed Approach. Apply the following when conducting Go-Arounds and Missed approach:

- a. Issue instructions to establish separation. This could be in the form of vertical separation, passing or diverging separation, or vectors to achieve other approved separation.
- b. When able, provide visual separation until all conflicts have been resolved. Issue control instructions that will ensure separation with all other aircraft IAW GRB SOP or as coordinated.
- c. When all conflicts have been resolved, transfer communications to departure within the established departure configuration.
- d. Issue wake turbulence advisories as appropriate.
- e. Aircraft executing a missed approach/go-around in visual conditions may stay with the Tower and enter the local traffic pattern.

Chapter 6. Green Bay Arrival/Departure (R1)**6-1. Duties and Responsibilities.**

- a. Separate IFR/SVFR and Class C operations within assigned airspace.
- b. Broadcast GRB and ATW Airport ATIS code changes.
- c. Provide arrival and departure services to airports within designated R1 airspace.
- d. Arrivals to Green Bay from ZMP at 14000 MSL or higher must not be descended below 14000' MSL until within R1 airspace unless coordinated.
- e. Arrivals and overflights which will penetrate the departure area below 3500' MSL (VFR) or 4000' MSL (IFR) must be coordinated with LC prior to entering that airspace.
- f. Unless otherwise coordinated, R1 must transfer control and communication of arriving aircraft to LC at least 5 miles from the airport.
- g. R1 must receive approval from LC to use other than advertised runways.
- h. Coordinate all SVFR arrivals with LC.
- i. Inform LC when radar positions combine or decombine.

6-2. Designated Airspace. Surface to 13000 MSL inside 20-mile range mark except; satellite exclusion areas or the arrival/departure area south of GRB. This arrival/departure area is a point 18 DME southwest of the GRB VOR on V9 to a point 4NM west of V217 then paralleling V217 south to the MKE/GRB boundary. The east side boundary is a 360 degree bearing from CYNDI intersection from where it intercepts the MKE/GRB boundary north to the 20 mile arc of GRB. Point B to F and South, GRB Arrival owns from 5000 to 13000 MSL. See Appendix B.

Chapter 7. Green Bay Satellite (R2) and (R3)**7-1. Duties and Responsibilities.**

- a. Provides arrival and departure services to airports within delegated airspace.
- b. Broadcast GRB and ATW ATIS code changes.
- c. Point out aircraft executing approaches that will encroach R1 airspace.
- d. Coordinate all SVFR arrivals with ATW.

7-2. Designated Airspace. Surface to 13000 MSL outside 20 mile range mark, except, that area from the 18 DME southwest of the GRB VOR on V9, southeast to the MTW VOR, to a point where this line intercepts the R1 arrival/departure “corridor” and the designated area around MNM airport. Both areas include the surface to 4000 MSL. See Appendix B.

Appendix A. Departure Headings**RUNWAY CONFIGURATION****HEADINGS**

18/24, 18 only, 24 only

180-240

6/36, 6 only, 36 only

360-060

24/36

240-360

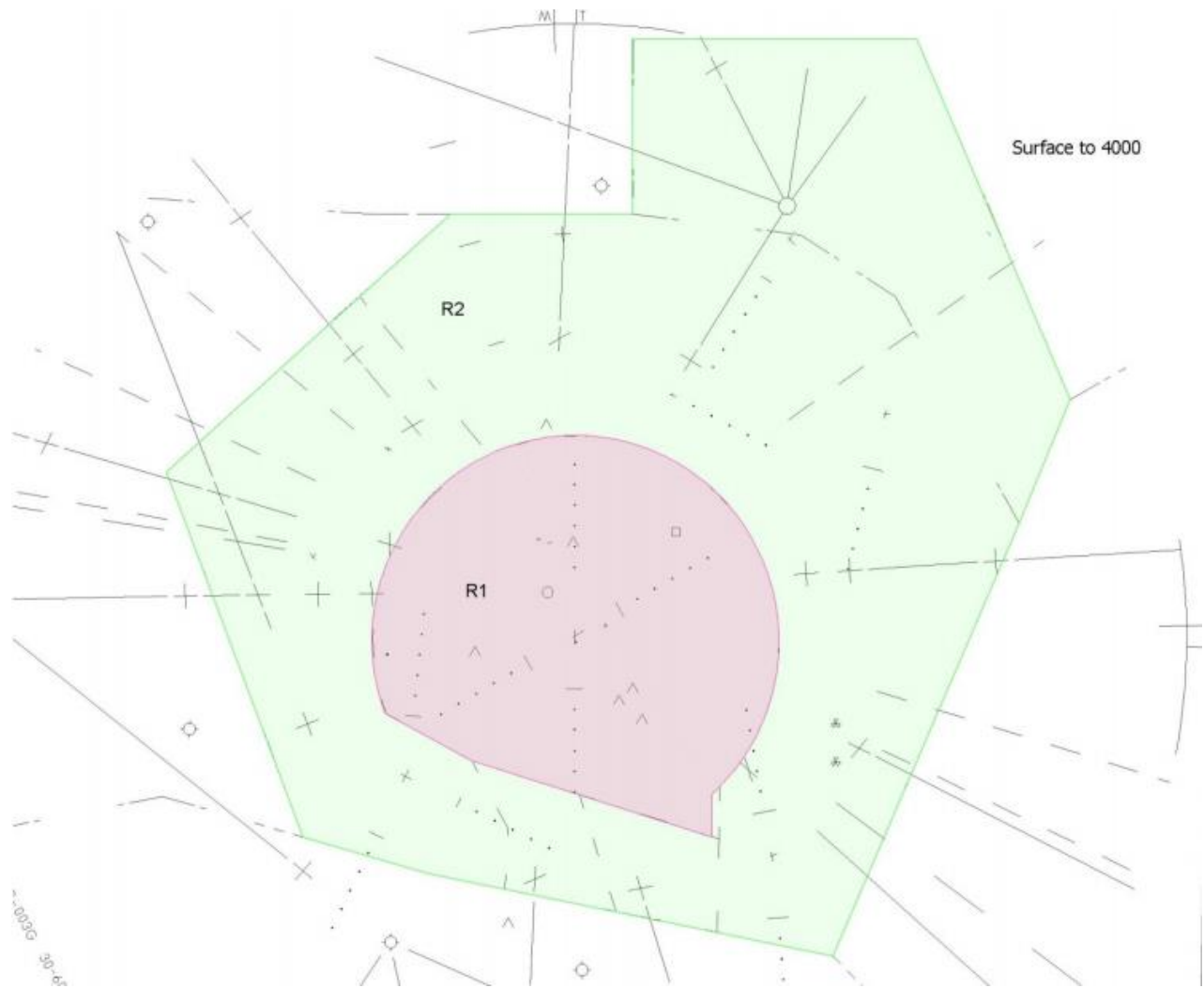
6/18

060-180

- a. Alternate corridors may be coordinated between the local and radar positions, provided that both positions concur. The heading divergence cannot exceed 180 degrees, and the runway heading of at least runway must be included.
- b. Departure area extends to the five nautical mile ring, up to 3000 MSL.
- c. In the absence of approval, approach control will remain out of the departure area.
- d. Runway heading is permissible.

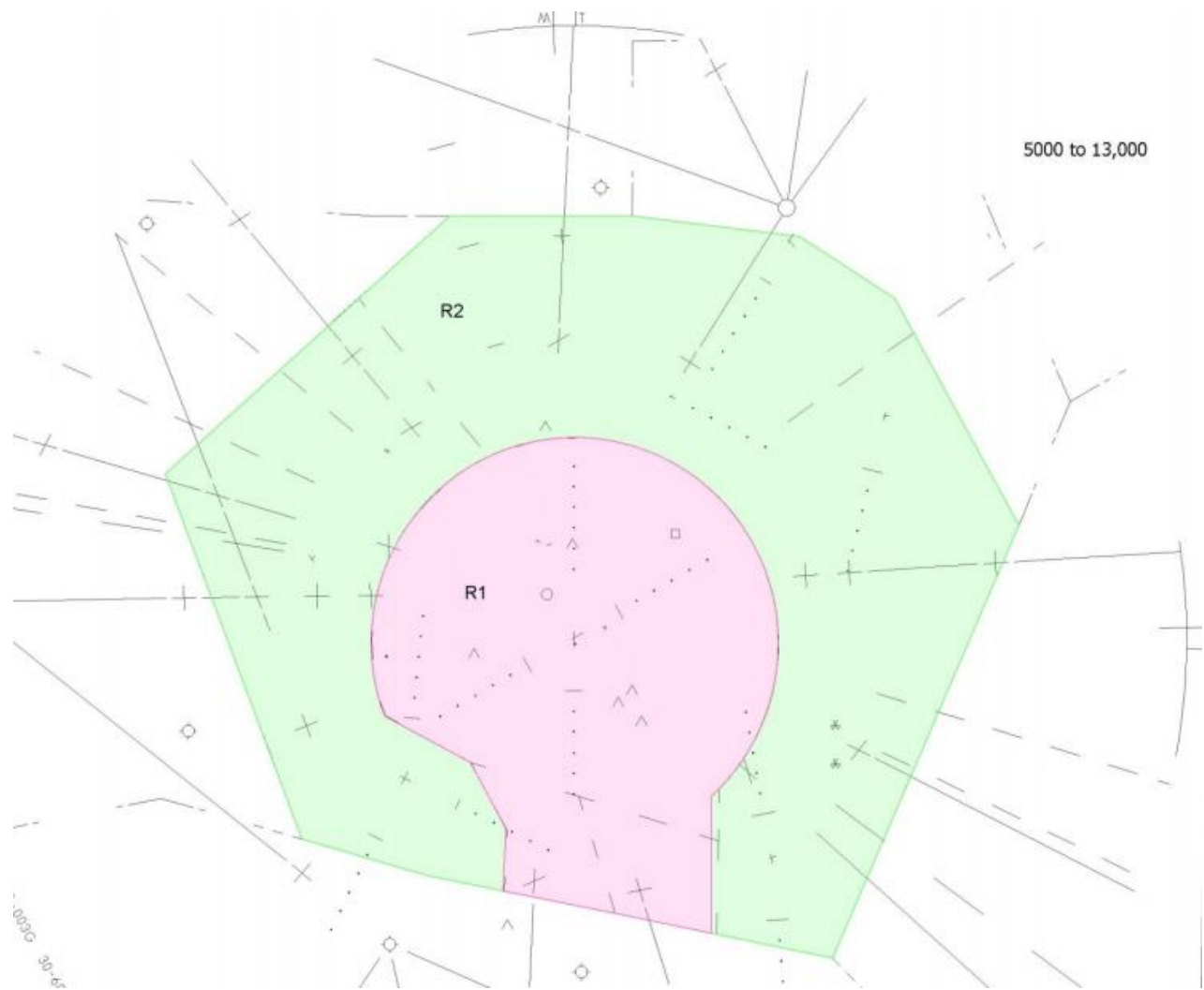
Appendix B. Green Bay Airspace R1 – R2 Split

Surface to 4000



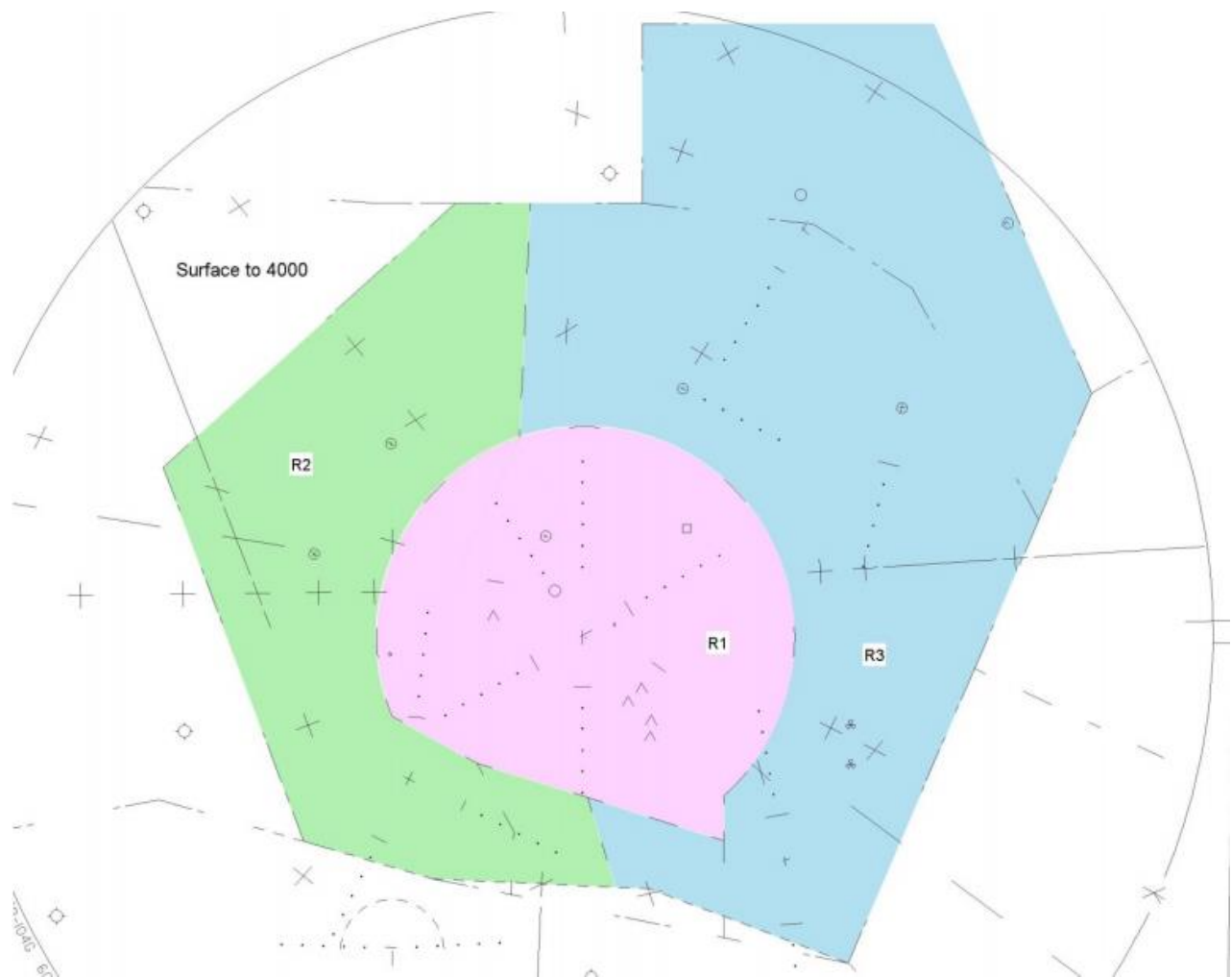
Appendix B. Green Bay Airspace R1 – R2 Split

5000 to 13000



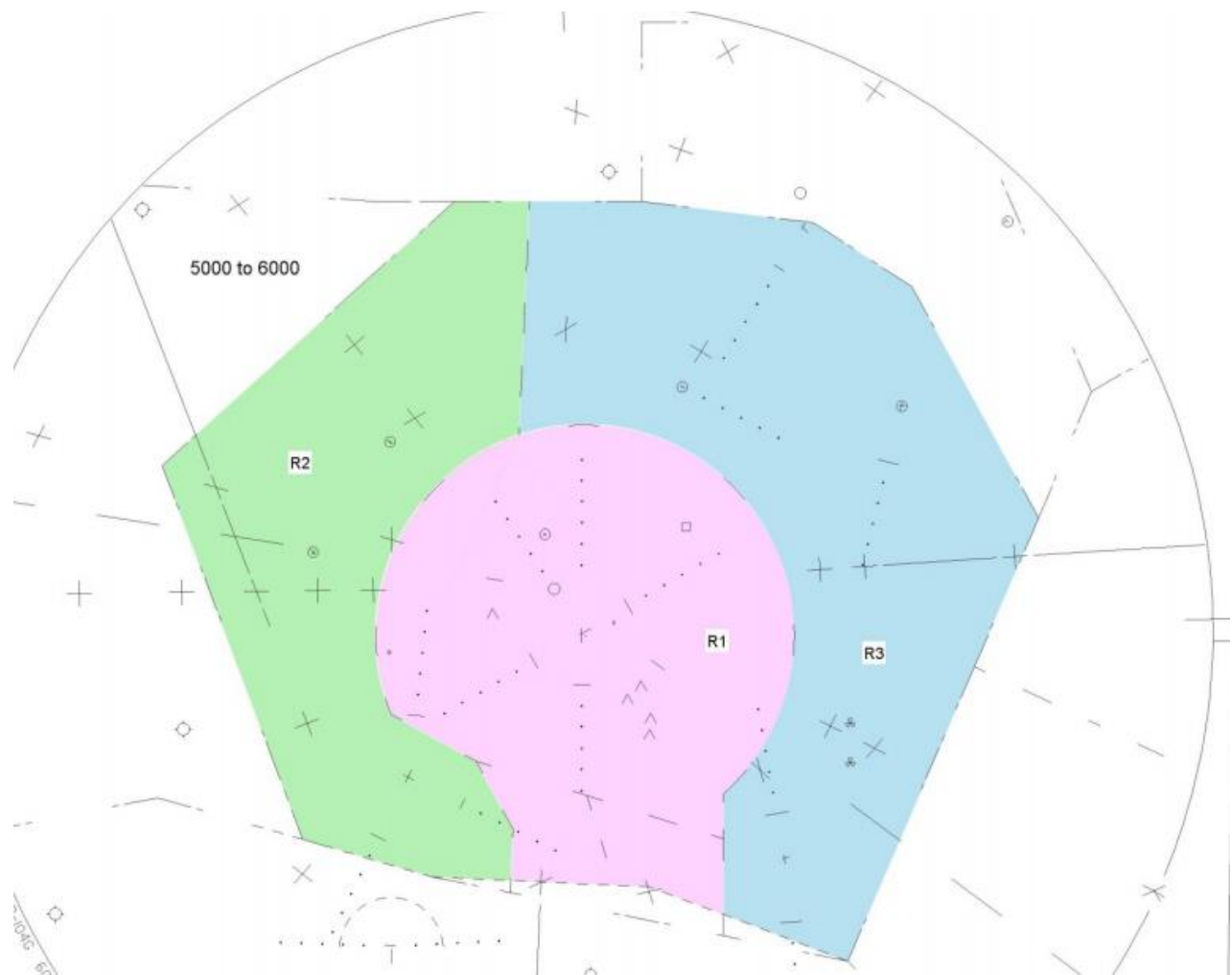
Appendix B. Green Bay R1, R2, R3 Split

Surface to 4000



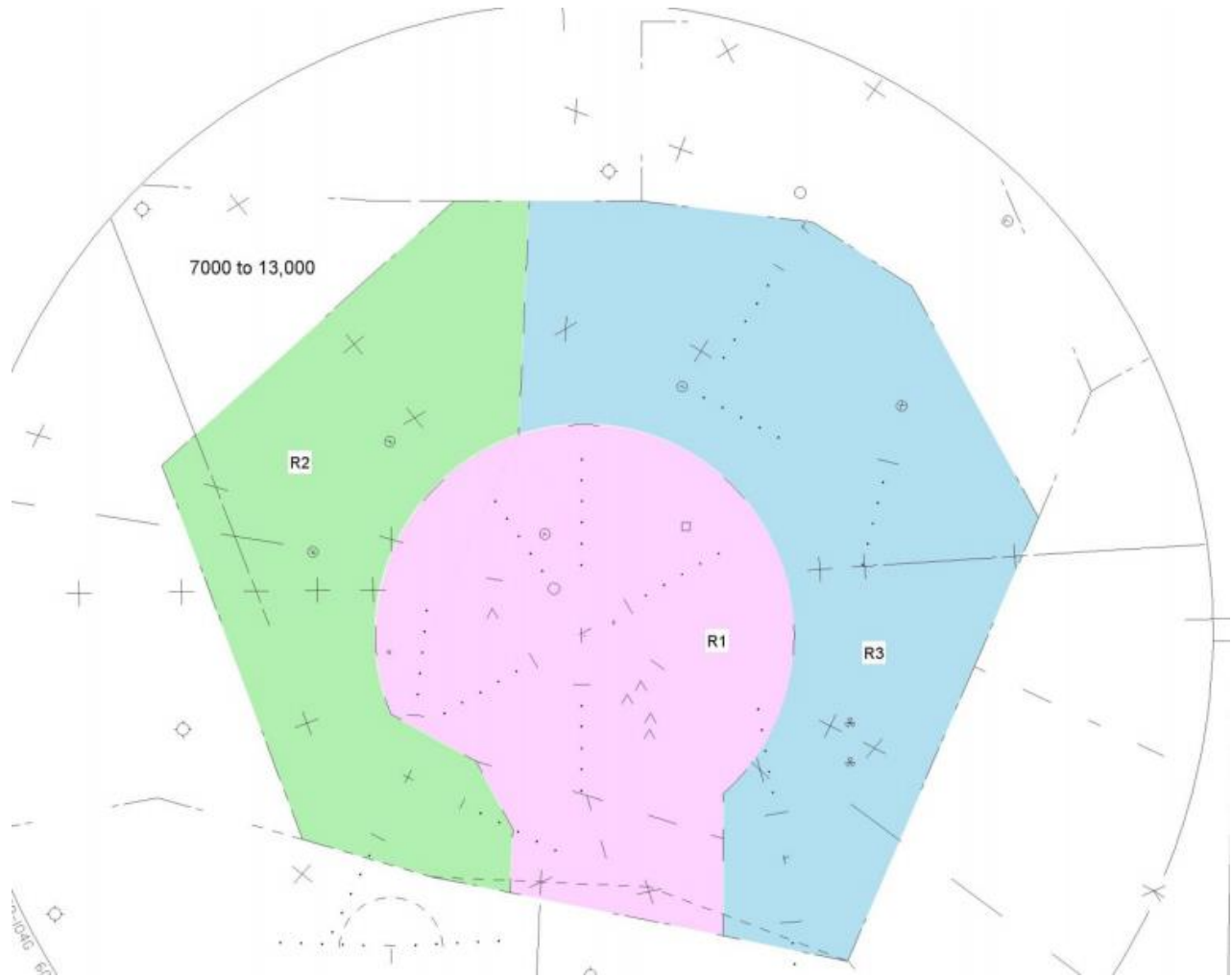
Appendix B. Green Bay R1, R2, R3 Split

5000 to 6000



Appendix B. Green Bay R1, R2, R3 Split

7000 to 13000



Appendix C. Position Relief Briefing Checklists**1. Local Control (LC)**

- a. SIA.
- b. ATIS/WX/TRENDS.
- c. RUNWAY(S) IN USE---DEPARTURE CORRIDOR.
- d. RUNWAY STATUS (UNAVAILABLE, OCCUPIED, CLOSED).
- e. EQUIPMENT STATUS.
- f. LUAW (AVAILABLE OR NOT AVAILABLE).
- g. LAHSO (AVAILABLE OR NOT AVAILABLE).
- h. TRAFFIC:
 1. Communication Status.
 2. Pattern.
 3. Incoming/Outbound.
 4. Point outs/APREQS.
 5. Special activity aircraft (parachute, photo, etc).

2. Ground Control (GC)

- a. SIA.
- b. ATIS/WX/TRENDS.
- c. RUNWAY(S) IN USE---RUNWAY STATUS (AVAILABLE, CLOSED).
- d. EQUIPMENT STATUS.
- e. TMU (GS, EDCT, ETC.).
- f. SPECIAL USE AIRSPACE.
- g. TRAFFIC:
 1. Communication Status.
 2. Active aircraft movement.
 3. Vehicular traffic.

3. Clearance Delivery (CD)

- a. SIA.
- b. ATIS/WX/TRENDS.
- c. CLEARANCES ISSUED.
- d. SPECIAL ACTIVITIES.
 - 1. Silent releases in effect.
 - 2. TMU (ESP, GS, ETC.).

4. Green Bay Arrival/Departure Radar (R1)

- a. SIA.
- b. ATIS/WX/TRENDS.
- c. RUNWAY(S) IN USE---APPROACHES IN USE---DEPARTURE CORRIDOR---LAHSO AVAILABLE.
- d. EQUIPMENT STATUS.
- e. TMU (GS, ESP, ETC)
- f. SPECIAL USE AIRSPACE (VOLK, R6903).
- g. COORDINATION AGREEMENT WITH OTHER POSITIONS.
- h. TRAFFIC:
 - 1. Communication Status.
 - 2. Incoming/outgoing aircraft.
 - 3. Overflights.
 - 4. Point outs.
 - 5. Holding aircraft.
 - 6. Aircraft handed-off but still in your airspace.
 - 7. Aircraft released but not yet airborne.
 - 8. Non-radar operations.
 - 9. VFR advisory aircraft.
 - 10. Aircraft standing by for service.
 - 11. Special activity aircraft (pipeline, parachute etc).

5. Satellite Arrival/Departure Radar (R2/R3)

- a. SIA.
- b. ATIS/ALTIMETER/WX/TRENDS.
- c. RUNWAY(S) IN USE---APPROACHES IN USE.
- d. EQUIPMENT STATUS.
- e. TMU (GS, ESP, ETC.).
- f. COORDINATION AGREEMENTS WITH OTHER POSITIONS.
- g. TRAFFIC:
 1. Communication Status.
 2. Incoming/outgoing aircraft.
 3. Overflights.
 4. Point outs.
 5. Holding aircraft.
 6. Aircraft handed-off but still in your airspace.
 7. Aircraft released but not yet airborne.
 8. Non-radar operations.
 9. VFR advisory aircraft.
 10. Aircraft standing by for service.
 11. Special activity aircraft (parachute, pipeline etc).