

ORDER

ATW FCT

SUBJ: STANDARD OPERATING PROCEDURES (SOP)

1. **PURPOSE.** This order prescribes Standard Operating Procedures for use by personnel providing air traffic control services at Appleton FCT. These procedures are supplemental to those required by other FAA and VATUSA/VATSIM directives.
2. **DISTRIBUTION.** This order is distributed to all vZMP personnel.
3. **CANCELLATION.** vZMP ATCSOP Rev. 7, Section 3.4 Green Bay – Austin Straubel International Airport (KGRB).
4. **PROCEDURES.**

a. Operating Positions

1. The following positions are in use at ATW FCT:

Position	Designator	Callsign	Frequency
Local Control	LC	ATW_TWR	119.600
Ground Control	GC	ATW_GND	121.700

2. The ATW airport ATIS operates on 127.150.

b. Local Control Duties and Responsibilities, are as follows:

1. Ensure separation to include the immediate response to all valid MSAW alarms.
2. IFR releases, coordinating missed approaches, copying inbound calls, PIREPS, and SVFR clearances/coordination.
3. Ensure prior coordination with GC to use portions of the movement area either owned by GC or released to that position.
4. Initiate control instructions.
5. **SVFR clearances/coordination.** GRB delegates to ATW the authority and responsibility to provide Special VFR operations within the ATW Class D surface area below 2,500 feet MSL and to provide separation between IFR and SVFR operations.
6. Collect and disseminate PIREP information to affected pilots to GC and GRB Approach in a timely manner.
7. Coordinate instrument runway change.
8. The following operations require coordination with GC:
 - a. A helicopter landing on any movement or non-movement area other than an active runway.
 - b. Retaining communications and control of a landing aircraft for taxi to the ramp.

c. Ground Control Duties and Responsibilities, are as follows:

Note: The Clearance Delivery function is operated in conjunction with the Ground Control position at ATW. As such the duties are included in the Ground Control responsibilities.

1. Issue instructions to taxiing aircraft, vehicles, and personnel operating on taxiways and inactive runways.
2. Process and forward flight plan information.
3. Issue clearances and ensure the accuracy of the pilot read back.
4. Disseminate weather and ATIS information to GRB Approach via appropriate means.
5. Issue 3000' initially to all IFR aircraft departing ATW airport.

d. Selecting Runway in Use

1. Runway 21 and 30 are designated as the calm wind runways at ATW. All traffic should use these runways when the wind is less than five knots.

e. Land and Hold Short Operations (LAHSO)

The Following Covers LAHSO procedures at ATW.

1. Conduct LAHSO procedures *only*:
 - a. During daytime VFR conditions
 - b. With dry pavement conditions
 - c. On designated LAHSO runways at the appropriate intersections
 - d. For aircraft capable of LAHSO on the runway designated
 - e. When a tailwind component of no more than three knots exists, and the wind direction is not more than 90 degrees to the longitudinal axis of the runway. Additionally, LAHSO shall not be conducted when the steady wind velocity exceeds 15 knots.
2. Include the statement, "***Land and hold short operations are in effect***" in the ***ATIS broadcast***, along with the ALD each runway LAHSO is being applied.
3. Conducting no more than one LAHSO operation on the same runway at a time.

f. Pilot/Controller Initiated Go-Around/Missed Approach Procedures

The local controller is responsible for all coordination with Green Bay Approach Control.

- a. In the event of a go-around/missed approach for an aircraft on an IFR flight plan, including aircraft on visual approaches:

1. Issue missed approach instructions provided by Green Bay Approach.
 2. If no instructions have been provided by Green Bay Approach, issue runway heading and climb to 3000' and coordinate with Green Bay Approach for further instructions.
- b. In the event of a go-around/missed approach for an aircraft conducting VFR practice approaches:
1. Issue missed approach instructions provided by Green Bay Approach.
 2. If no instructions have been provided by Green Bay Approach and if the aircraft is going back for another approach, issue runway heading and climb to 3000' and coordinate with Green Bay Approach.
 3. If the aircraft is remaining in the local pattern, provide control instructions to resolve and traffic conflicts in the local pattern to ensure the appropriate spacing/sequencing and/or establish separation if required.

Appendix 1. Intersection Takeoff Chart

