

CENTRAL WISCONSIN AIRPORT FCT STANDARD OPERATING PROCEDURES



JANUARY 20, 2024

VIRTUAL MINNEAPOLIS ARTCC

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

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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 CWA 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 3.5 “Central Wisconsin Airport (KCWA)” 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 CWA FCT:

<i>Position Name</i>	<i>Frequency</i>	<i>Callsign</i>
Ground Control/Clearance Delivery (GC)	121.90	CWA_GND
Local Control (LC)	119.75	CWA_TWR
ATIS	127.45	KCWA_ATIS

CHAPTER 2. GROUND CONTROL/CLEARANCE DELIVERY

2-1. POSITION DUTIES AND RESPONSIBILITIES

- a. Ensure separation.
- b. Initiate control instructions.
- c. Perform required coordination.
- d. Assist LC in scanning the movement area environment.
- e. Process and forward flight plan data.
- f. Issue clearances and ensure accuracy of pilot readback.
- g. Coordinate the following operations with LC:
 1. Assignment of any runway either opposite direction or not currently designated as active.
 2. Intersection departures.
 3. Active runway/approach zone crossings.

2-2. RADIO FREQUENCIES

The primary radio frequency for GC is 121.90.

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.

2-4 CLEARANCE DELIVERY

Issue 4,000 feet MSL to all IFR aircraft, and expect requested altitude 10 minutes after departure. Coordinate Special VFR with LC and ZMP.

CHAPTER 3. LOCAL CONTROL

3-1. POSITION DUTIES AND RESPONSIBILITIES

- a. Ensure advance coordination with GC to use portions of the movement area either owned by GC or released to that position.
- b. Initiate control instructions.
- c. Scan the movement area environment.
- d. Coordinate operations as follows:
 1. The following operations require coordination with the ZMP. Coordination shall include, but not be limited to:
 - (a) Departing IFR/SVFR aircraft.
 - (b) Instrument runway change.
 - (c) CWA weather changing from VFR to IFR or from IFR to VFR.
 - (d) Notify ZMP when an aircraft has arrived, or cancelled IFR.
 2. The following operations require co-ordination 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) An aircraft requires access to enter a taxiway/runway/ramp area, other than the one used to exit the landing runway, in order to taxi clear of the landing runway.
 - (d) Use of any runway that has not been previously designated as active.

3-2. RADIO FREQUENCIES

The primary radio frequency for LC is 119.75.

3-3. AREA OF JURISDICTION

LC area of jurisdiction includes the CWA Class D airspace and all active runways. Use of all other movement and non-movement areas for the landing or departing of aircraft requires advance coordination with GC.

3-4. RUNWAY SELECTION

Runway 8 is designated as the calm-wind runway and will be used when the wind is less than 5 knots. Other runways may be selected if there is an operational advantage or if requested by the pilot. A pilot is expected to notify ATC if use of a runway other than the "Runway in Use" is desired.

3-5. ARRIVALS

CWA 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 ZMP.

APPENDIX 1. POSITION RELIEF CHECKLIST – LC/GC

- a. Review SIA.
- b. Airport Activities.
- c. Special instructions/restrictions/activities, if applicable.
- d. Flow control, ground stops, ground delay programs, if applicable.
- e. Position staffing.
- f. Traffic.
 1. Special activity aircraft.
 2. Pointout aircraft.
 3. Holding aircraft.
 4. Primary targets.
 5. Aircraft released.
 6. Aircraft awaiting service.
 7. Coordination agreements with other positions.
 8. Special requests.

APPENDIX 2. INTERSECTION TAKEOFF DISTANCES

NOTE- Taxiways A3, A5, and A6 are labeled as B, D, and E in this diagram, respectively. Taxiways B1 and B2 are labeled R and J, respectively.

