

01/15/2021

FOR SIMULATION USE ONLY

FAR ATCT 7110.8F

ORDER

FAR 7110.8F

FARGO ATCT FACILITY STANDARD OPERATING PROCEDURES




January 15, 2021

VATSIM MINNEAPOLIS ARTCC
VIRTUAL AIR TRAFFIC SIMULATION NETWORK

SUBJ: FAR ATCT (FAR) Standard Operating Procedures

This order prescribes air traffic control procedures and phraseology for use by Air Traffic Control Specialists at the FAR 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.



Dhruv Kalra

Air Traffic Manager

VATSIM Minneapolis ARTCC

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CHAPTER 1. INTRODUCTION

SECTION 1. GENERAL

1-1-1. PURPOSE.

To establish operating procedures and position responsibilities within Fargo ATCT.

1-1-2. DISTRIBUTION.

All vZMP personnel.

1-1-3. EFFECTIVE DATE.

This order is effective January 15, 2021.

1-1-4. CHANGE.

Original publication.

SECTION 2. DUTY AND POSITION FAMILIARIZATION**1-2-1. OPERATIONAL POSITIONS**

The following positions are in use at the FAR ATCT.

| <i>Position Name</i> | <i>Frequency</i> | <i>STARS ID</i> | <i>Callsign</i> |
|----------------------|------------------|-----------------|-----------------|
| Ground Control | 121.900 | G | FAR_GND |
| Local Control | 133.800 | T | FAR_TWR |
| ATIS | 124.500 | | KFAR_ATIS |
| East Radar | 120.400 | E | FAR_E_APP |
| West Radar* | 125.125 | W | FAR_W_APP |

*When not split, the TRACON combines to East Radar.

CHAPTER 2. PROCEDURES

SECTION 1. CLEARANCE DELIVERY/GROUND CONTROL RESPONSIBILITIES

2-1-1. POSITION DUTIES AND RESPONSIBILITIES – GENERAL DESCRIPTION:

Clearance Delivery (CD) is combined and contained at the Ground Control (GC) position, incorporating duties IAW FAA Order 7110.65. Ground Control is a continuous position of operation and may be combined with Local Control as necessary.

2-1-2. AREA OF JURISDICTION

- a. See Appendix D – Ground Control Area of Jurisdiction.

2-1-3. POSITION PROCEDURES

- a. Handle telephone and tower interphone messages as directed.
- b. Direct all taxiing aircraft and vehicles on movement areas.
- c. Prepare local IFR, TRSA Service, and SVFR departure strips.
- d. Issue IFR clearances and TRSA Service departure instructions.
 - 1. IFR departures will be assigned the appropriate altitude up to and including 4000' MSL.
 - 2. VFR departures will be assigned the appropriate altitude up to and including 4000' MSL.
- e. Assign proper frequency for direction of flight when Radar Positions are split.
- f. Forward all departure strips to LC before aircraft is ready for departure.
- g. Coordinate and obtain approval from LC prior to assigning an unadvertised or opposite direction runway for departure.
- h. Coordinate and obtain approval from LC prior to proceeding or taxiing on or along an active runway.
- i. Turbojet aircraft must not be assigned runway 13/31 for departure unless otherwise coordinated.
- j. FAR ATCT is authorized to provide multiple runway crossings for runway 36 and runway 31 between taxiway 'G' and taxiway 'A4' or 'D' IAW JO 7110.65 and JO 7210.3, see Fig 2-1-1.

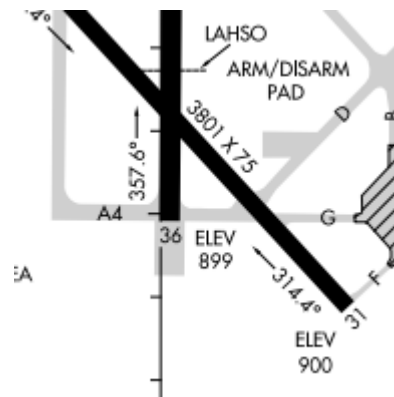


FIG 2-1-1

- k. FAR ATCT is authorized to utilize the north air/de-arm pad (rated for 130,000 lbs.) for larger aircraft (i.e. A319/B737/etc.).

SECTION 2. LOCAL CONTROL (LC) RESPONSIBILITIES)**2-2-1. POSITION DUTIES AND RESPONSIBILITIES – GENERAL DESCRIPTION:**

Local Control (LC) is a continuous position of operation and may be combined with Ground Control as necessary, incorporating duties IAW FAA Order 7110.65

2-2-2. AREA OF JURISDICTION

- a. See Appendix E – Local Control Area of Jurisdiction.

2-2-3. LOCAL CONTROL DEPARTURE FAN (LCDF) – see Appendix F**2-2-4. CLASS D AIRSPACE.**

- a. Five statute mile radius from the airport reference point extending from the surface up to 2,500 feet above the elevation of the airport.
- b. See FIG 2-2-1.

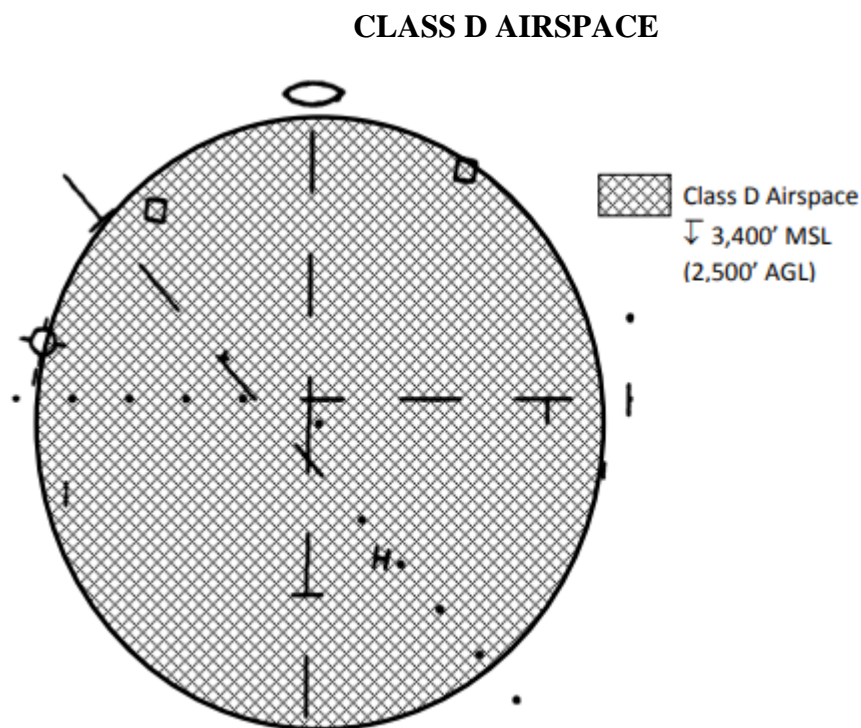


FIG 2-2-1

2-2-5. POSITION PROCEDURES

- a. Ensure the separation of arriving and departing aircraft.
- b. Be cognizant of TRSA procedures and assume responsibility for the separation of aircraft under Local Control's jurisdiction.
- c. Utilize the radar display to provide radar services as described in FAAO 7110.65, Chapter 3.

- d. Designate **ACTIVE** runways and coordinate runway configuration changes with other operating positions prior to the actual change over.
- e. LC must point out to Radar all aircraft operating within the Class D Airspace, outside the LCDF that will fly above 2500' MSL.
- f. Approve Ground Control requests for runway crossings/operations.
- g. Ensure initial separation of departures into the radar environment by assigning departure instructions with respect to the LCDF and configuration in use. Ensure departures remain within the LCDF.
- h. Forward appropriate flight progress strips to AR/DR controller prior to frequency change.
- i. LC Must quick look the East and West Radar positions of all times.
- j. Coordinate and obtain approval from AR/DR prior to departing an aircraft from an unadvertised runway. Coordination is not required if the aircraft will remain inside the appropriate LCDF.
- k. Conduct LAHSO operations IAW FAA Order 7110.118, and Appendix B of this order.
- l. LC is responsible for separation and sequence after changing an aircraft's arrival runway as designated by AR/DR.
- m. In the event of a tower initiated or pilot initiated and tower observed go around or missed approach, the tower controller must issue control instructions based on known and observed traffic.

SECTION 3. ARRIVAL/DEPARTURE RADAR CONTROL RESPONSIBILITIES

2-3-1. POSITION DUTIES AND RESPONSIBILITIES – GENERAL DESCRIPTION:

Arrival/Departure Radar Control (AR/DR) is a continuous position of operation, incorporating duties IAW FAA Order 7110.65.

2-3-2. AREA OF JURISDICTION

Minneapolis Center airspace designated to Fargo for approach/departure control use, Fargo Terminal Radar Service Area (TRSA). See FIG 2-3-1, Approach Control Airspace; FIG 2-3-2, Fargo TRSA.

- a.** When open, all radar positions are normally combined at East Radar.

APPROACH CONTROL AIRSPACE.

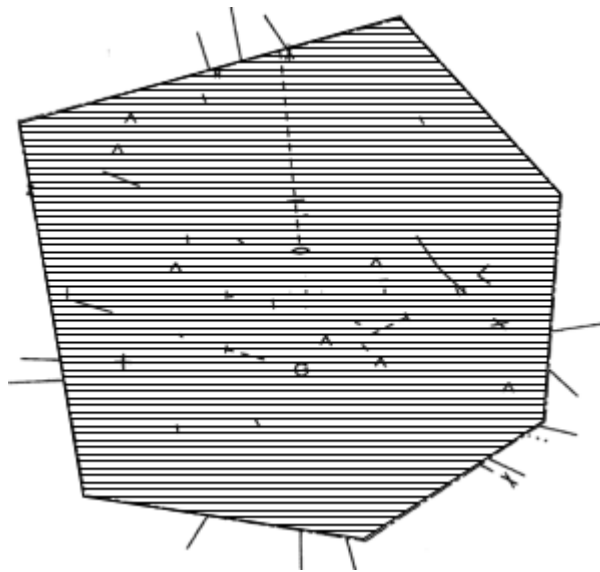


FIG 2-3-1

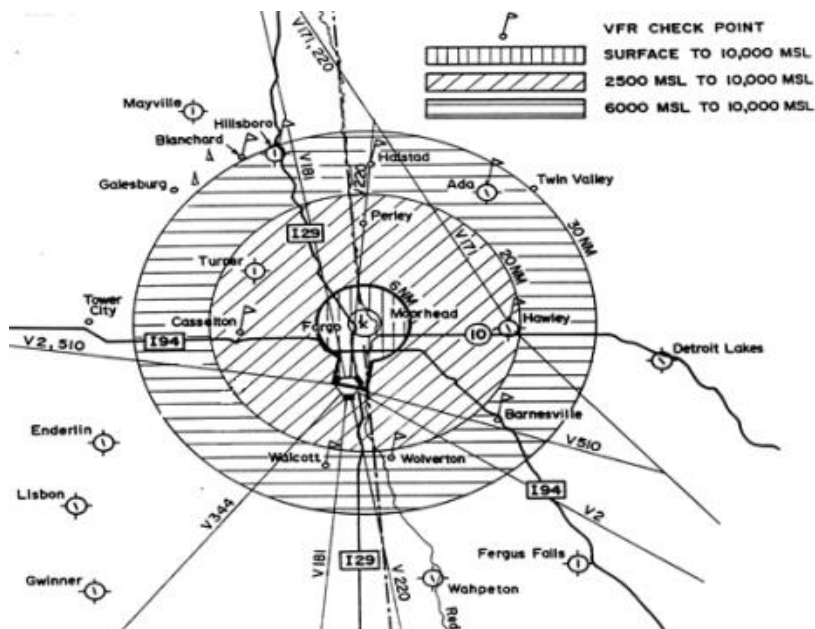
FARGO TRSA

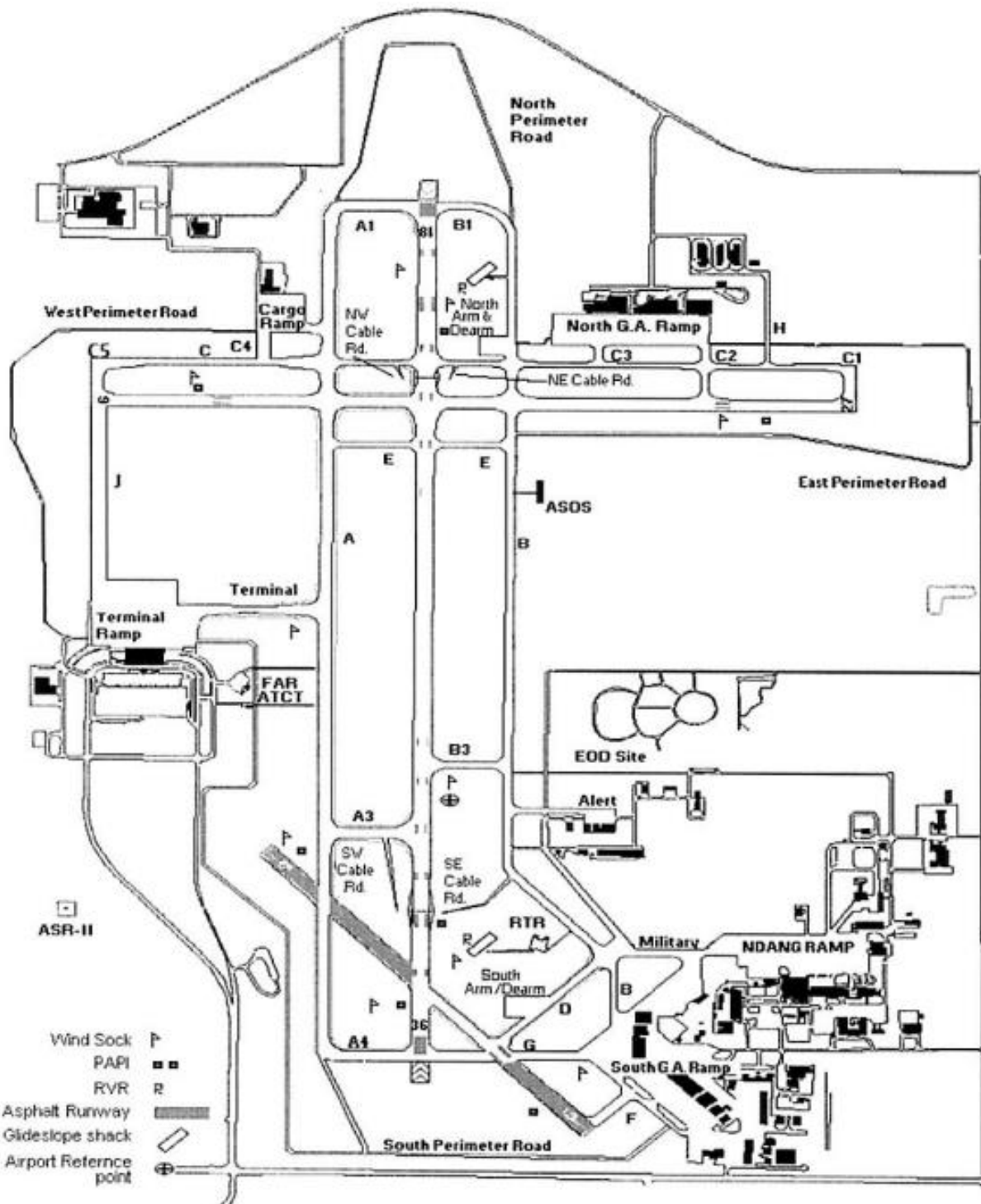
FIG 2-3-2

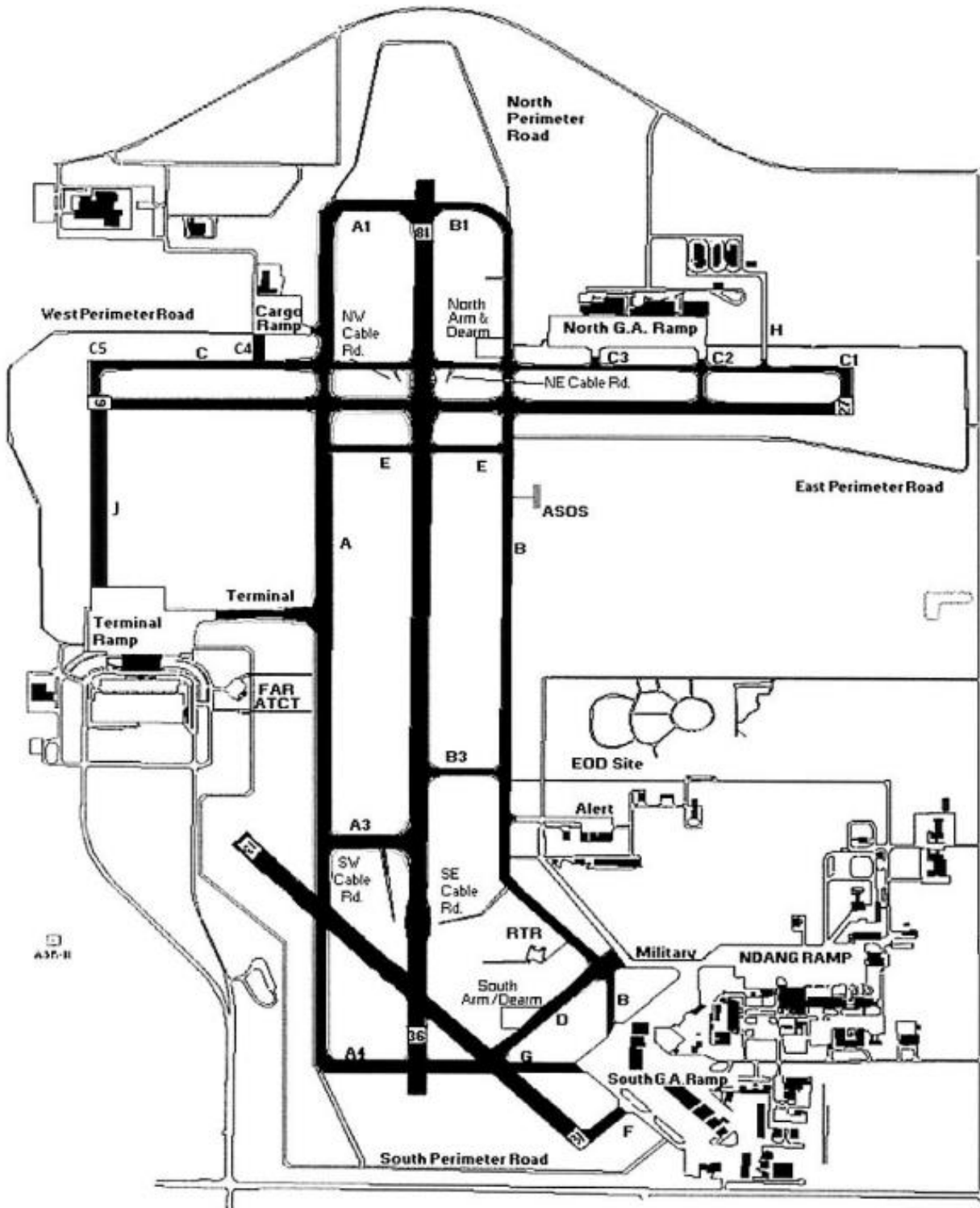
2-3-3. POSITION PROCEDURES

- a.** Sectored – In the event traffic or other circumstances warrant the Fargo Approach Control airspace will be divided into 2 sectors.
 - 1.** East Sector – Airspace east of the extended centerline of Runway 36/18 localizer course.
 - 2.** West Sector – Airspace west of the extended centerline of Runway 36/18 localizer course.
 - 3.** The controller assigned to the east sector will call the sequence when the airspace is sectored.
- b.** Assigns and is responsible for the arrival sequence to runways.
- c.** Ensure that data blocks are up to date for all STARS tagged targets prior to the inbound aircraft reaching 10 miles from the airport.
- d.** For those aircraft making IFR or practice IFR approaches with a planned missed approach, low approach, or touch and go, issue climb out instructions to fly runway heading and maintain 3,000.
- e.** Make communications transfer to LC not more than 15 miles or less than 5 miles from the airport.
- f.** Aircraft operating within or a factor for the Class D Airspace and LCDF below 4500' MSL must be coordinated with LC in accordance with FAAO 7110.65 Chapter 5. Standard radar separation must be applied.

APPENDIX A. DIAGRAMS AND MAPS

DETAILED AIRPORT DIAGRAM





INTERSECTION DEPARTURE DISTANCES

| INTERSECTION DEPARTURE DISTANCES | | |
|----------------------------------|--------------|--------------------|
| RWY | INTERSECTION | DISTANCE REMAINING |
| 18 | C | 7250 |
| | 9/27 | 6850 |
| | E | 6100 |
| | B3 | 3150 |
| | A3 | 2350 |
| 36 | 13/31 | 8000 |
| | A3 | 6550 |
| | B3 | 5800 |
| | E | 2850 |
| | 9/27 | 2100 |
| | C | 1700 |
| 27 | C2 | 5050 |
| | B | 3450 |
| | 18/36 | 2750 |
| | A | 1900 |
| 9 | A | 4350 |
| | 18/36 | 3500 |
| | B | 2800 |
| | C2 | 1150 |
| 31 | G | 2900 |
| | 18/36 | 1850 |
| 13 | A | 3100 |
| | 18/36 | 1950 |

| LANDING DISTANCE | |
|------------------|-------|
| RWY 18/36 | 9000' |
| RWY 9/27 | 6300' |
| RWY 13/31 | 3800' |

APPENDIX B. LAND AND HOLD SHORT OPERATIONS

1. APPROVED LAHSO RUNWAYS AND RUNWAY DATA (SEE FIG B-1).

| <u>Runway</u> | <u>Location</u> | <u>Designation</u> |
|---------------|------------------------------------|--------------------|
| 18 | Prior to Runway 13/31 intersection | Day, Dry |
| 36 | Prior to Runway 9/27 intersection | Day, Dry |

2. PROCEDURES.

- a. **LAHSO** procedures may only be used for general aviation aircraft, as defined in FAAO 7110.118. Additionally, aircraft associated with the UND flight school are approved to participate in LAHSO.
- b. Traffic information shall be exchanged and a readback obtained from the landing aircraft with the LAHSO clearance.
- c. The tailwind on the hold short runway shall be calm (less than 3 knots)
- d. LAHSO clearances shall only be issued:
 1. In VFR weather, and there are no reports of low-level wind shear.
 2. When the LAHSO runway Available Landing Distance is dry and not known to be contaminated.
 3. To aircraft types listed on the LAHSO Aircraft List, and to any helicopter upon pilot request.

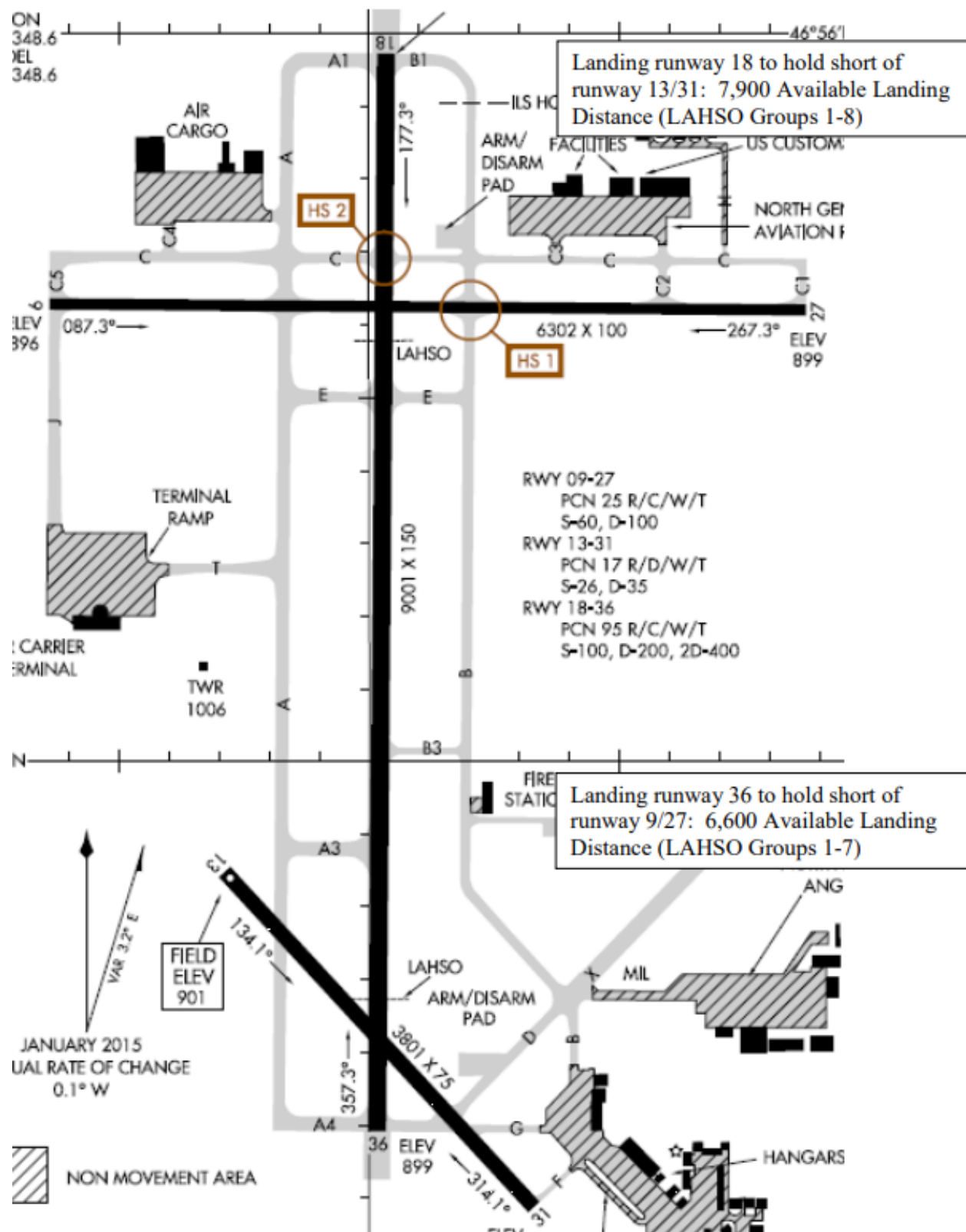


FIG B-1

APPENDIX C. POSITION RELIEF CHECKLISTS

| LC | GC/FD/CD |
|---|--|
| <ol style="list-style-type: none"> 1. Airport Status Information Areas (refresh the appropriate operational computer as needed) 2. Equipment (FUSION, NAVAIDS, radar, ASOS, etc.) 3. Weather/Altimeter Trends 4. Special Activities/Instructions/Restrictions (New procedures, pre-coordinated procedures for radar outages, etc.) 5. Briefing Items (Hot binder, other) <p>Stating "I have the Pre-Brief" indicates the relieving controller has items 1-5.</p> <p><u>Verbally State:</u></p> <ol style="list-style-type: none"> 6. Airport Activities (snow removal, wildlife, vehicles, etc.) 7. Training in Progress 8. Runway Status 9. Traffic; to include but not limited to: <ol style="list-style-type: none"> a. Special aircraft activity, problems, requests, instructions. b. Aircraft standing by for service c. Coordination agreements with other positions d. Runway crossings in progress. e. Communication status of all known aircraft f. Point out aircraft g. Primary targets with no associated alphanumerics h. Aircraft released but not yet airborne | <ol style="list-style-type: none"> 1. Airport Status Information Areas (refresh the appropriate operational computer as needed) 2. Equipment (FUSION, NAVAIDS, radar, ASOS, etc.) 3. Weather/Altimeter Trends 4. Special Activities/Instructions/Restrictions (New Procedures, pre-coordinated procedures for radar outages, etc.) 5. Briefing Items (Hot binder, other) <p>Stating "I have the Pre-Brief" indicates the relieving controller has items 1-5.</p> <p><u>Verbally State:</u></p> <ol style="list-style-type: none"> 6. Airport Activities (snow removal, wildlife, vehicles, etc.) 7. Training in Progress 8. Runway Status 9. Traffic; to include but not limited to: <ol style="list-style-type: none"> a. Special aircraft activity, problems, requests, instructions. b. Aircraft standing by for service c. Coordination agreements with other positions d. Runway crossings in progress. e. Communication status of all known aircraft |

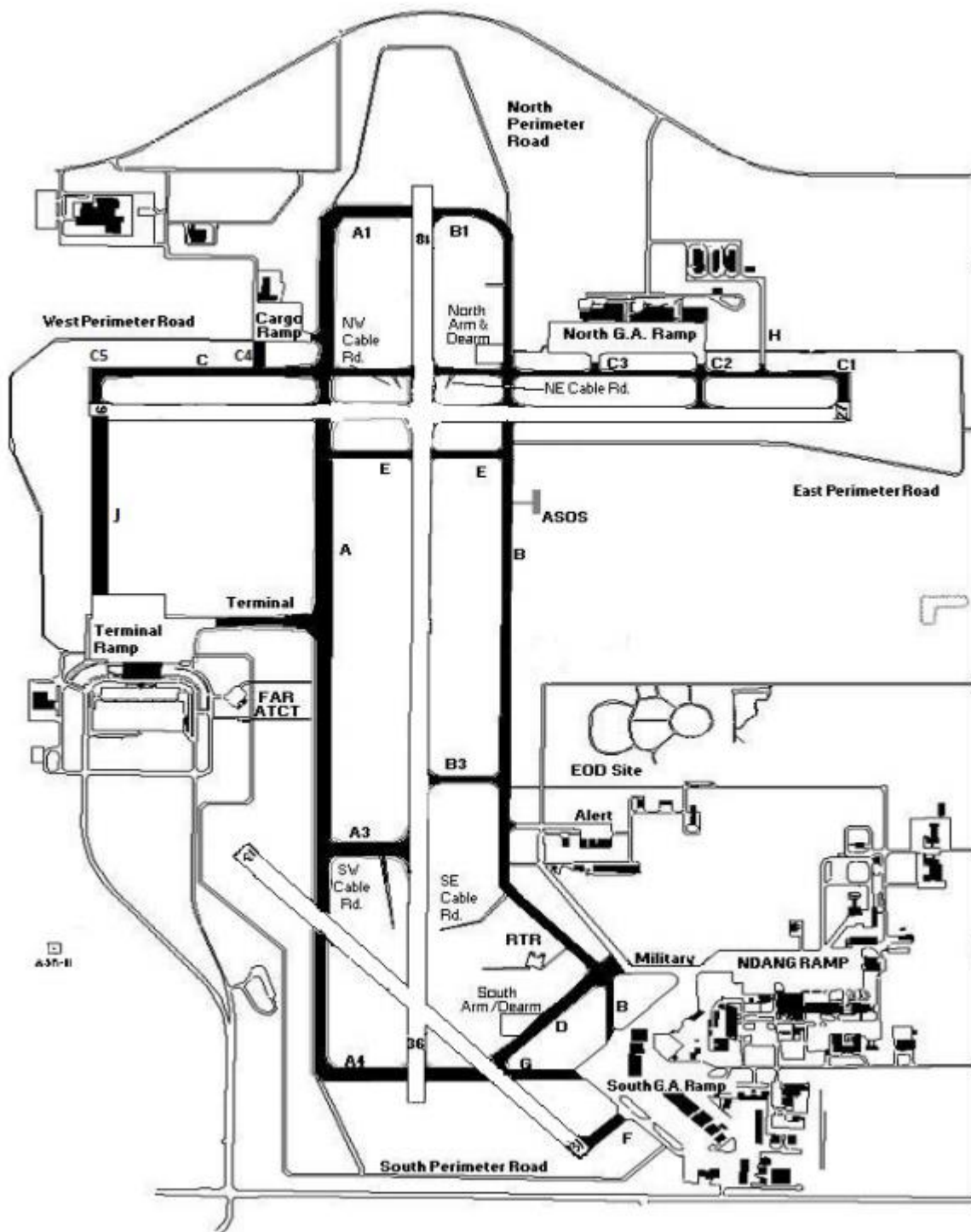
AR/DR/RD

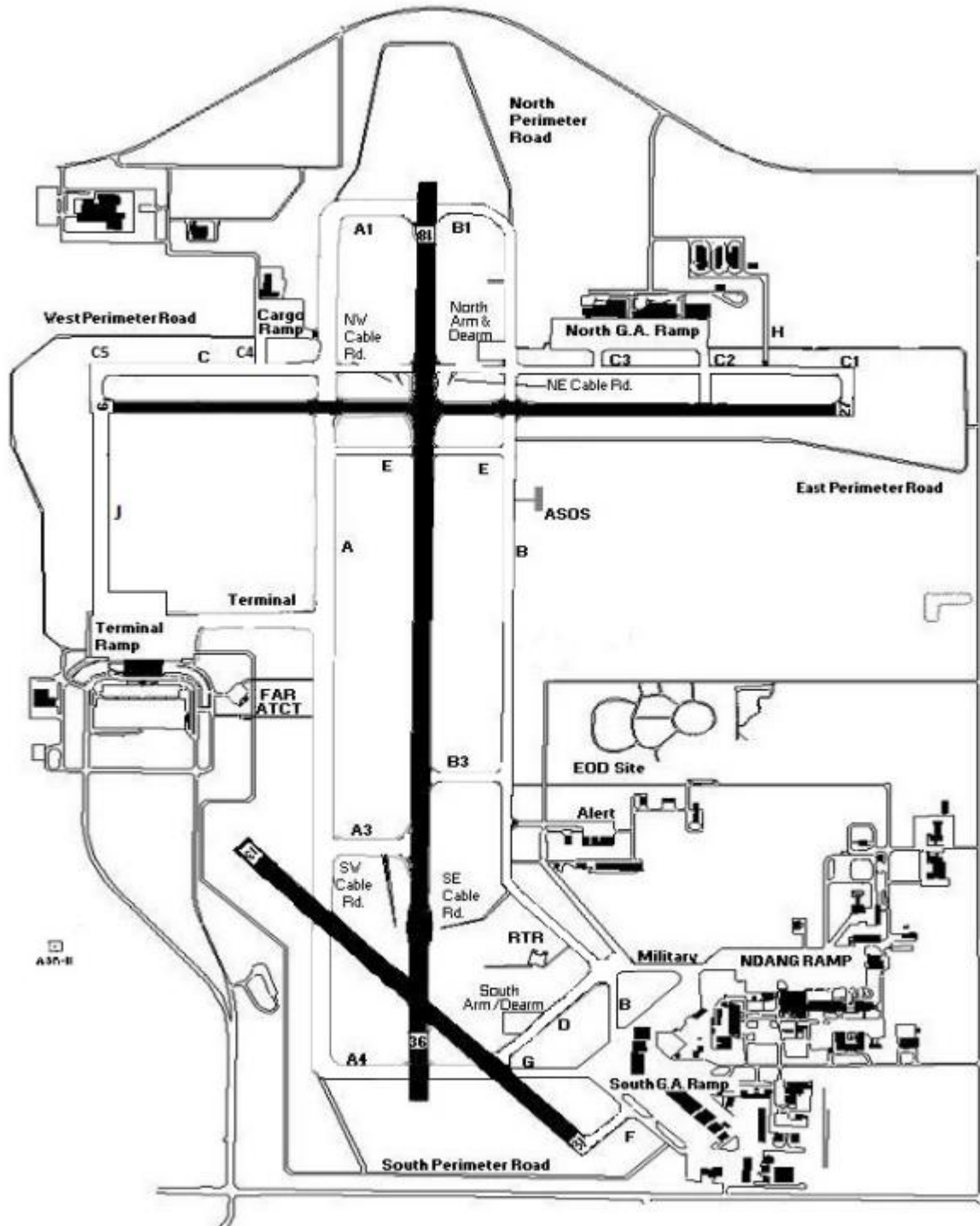
- 1. Airport Status Information Areas** (refresh the appropriate operational computer as needed)
- 2. Equipment** (FUSION, NAVAIDS, radar, ASOS, etc.)
- 3. Weather/Altimeter Trends**
- 4. Special Activities/Instructions/Restrictions** (New Procedures, pre-coordinated procedures, etc)
- 5. Briefing Items** (Hot binder, other)

Stating “I have the Pre-Brief” indicates the relieving controller has items 1-5.

Verbally State:

- 6. Training in Progress**
- 7. Runway Status**
- 8. Traffic;** to include but not limited to:
 - a. Special aircraft activity, problems, requests, instructions.
 - b. Aircraft standing by for service
 - c. Coordination agreements with other positions
 - e. Communication status of all known aircraft
 - f. Point out aircraft
 - g. Primary targets with no associated alphanumerics
 - h. Aircraft released but not yet airborne
 - i. Non-Radar Operations

APPENDIX D. GROUND CONTROL AREA OF JURISDICTION

APPENDIX E. LOCAL CONTROL AREA OF JURISDICTION

APPENDIX F. LOCAL CONTROL DEPARTURE FAN (LCDF)

- a. Airspace delegated to Local Control to use for initial separation of departures (see Fig F-1).
- b. Departures within the fan may be cleared up to 4000' MSL by the Local Controller.
- c. Boundaries are defined below, to the 5 NM ASR ring described by bearings off the Fargo Airport.
 - 1. If RY 9/27 is not an advertised runway, then the Ry 9/27 finals will be used as the LCDF. Radar will bring aircraft around the fan to provide appropriate radar separation with possible departing traffic.
 - 2. If RY36 and RY27 are in use then the departure fan to the west will be the same as #1 (270 Bearing). The departure fan to the east will be a 045 bearing until 5 miles northeast.
 - 3. If RY36 and RY9 are in use then the departure fan to the east will be the same as #1 (090 Bearing). The departure fan to the west will be a 315 bearing until 5 miles northwest.
 - 4. If RY18 and RY27 are in use then the departure fan to the west will be the same as #1 (270 Bearing). The departure fan to the east will be a 135 bearing until 5 miles southeast.
 - 5. If RY18 and RY9 are in use then the departure fan to the east will be the same as #1 (090 Bearing). The departure fan to the west will be a 225 bearing until 5 miles southwest.
 - 6. When RY13/31 is in use all VFR and IFR departures shall remain within the LCDF in use.
- d. Separation Responsibilities:
 - 1. Assign headings to keep departures within angular boundaries of the LCDF, and ensure initial separation of successive departures into the radar environment.
- e. AR/DR LCDF Responsibilities:
 - 1. AR/DR is responsible for separating arrivals from the LCDF.
 - 2. Radar shall not enter the LCDF without prior coordination.
 - 3. Radar shall vector departures away from the center of the LCDF (center being the extended centerlines of runways 18/36). AR/DR shall not vector departures “back into” or “toward” the center of the LCDF without coordination from LC.

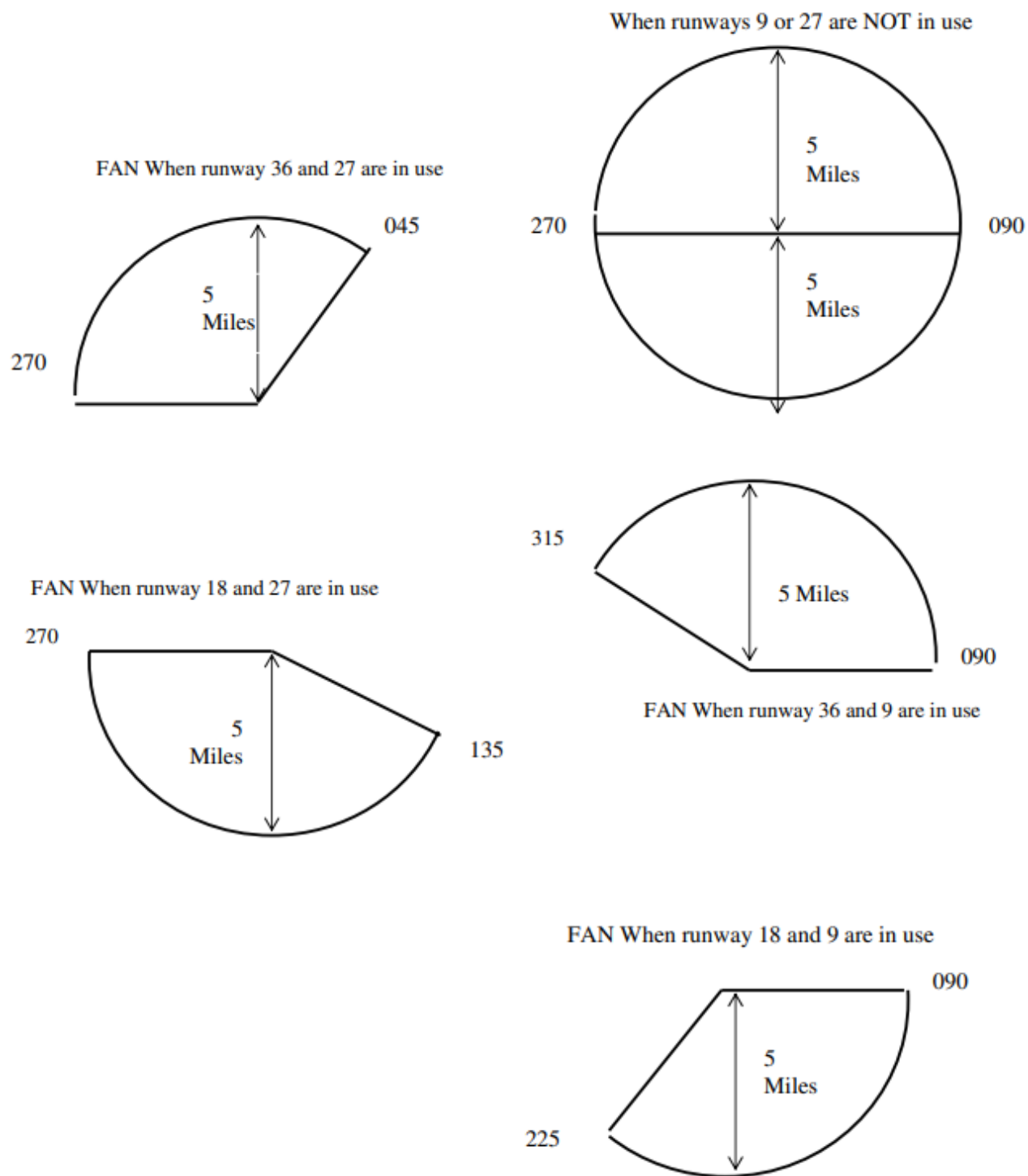


FIG F-1