

LA CROSSE AIRPORT FCT STANDARD OPERATING PROCEDURES



JANUARY 20, 2024

VIRTUAL MINNEAPOLIS ARTCC

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

Order Record of Changes

Change	Description	Effective Date	Issued By
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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 LSE 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 3.7 “LaCrosse Municipal Airport (KLSE)” 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 LSE FCT:

<i>Position Name</i>	<i>Frequency</i>	<i>Callsign</i>
Ground Control/Clearance Delivery (GC)	121.80	LSE_GND
Local Control (LC)	118.45	LSE_TWR
ATIS	124.95	KLSE_ATIS

CHAPTER 2. GROUND CONTROL/CLEARANCE DELIVERY

2-1. POSITION DUTIES AND RESPONSIBILITIES

- a. Issue instructions to taxiing aircraft operating on taxiways and inactive runways.
- b. Initiate control instructions.
- c. Assist LC in scanning the movement area environment.
- d. Process and forward flight plan information.
- e. Issue clearances and ensure the accuracy of the pilot read back.
 1. Assign 5,000 feet, or requested altitude, when lower and expect filed altitude 10 minutes after departure to all departing IFR aircraft.
- f. Coordinate with LC prior to crossing a runway designated as active, or assigning a runway other than one designated as active.

2-2. RADIO FREQUENCIES

GC primary radio frequency is 121.80.

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.

CHAPTER 3. LOCAL CONTROL

3-1. POSITION DUTIES AND RESPONSIBILITIES

- a. Ensure prior 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.
- d. SVFR clearances/coordination. Coordinate with ZMP Center to obtain LSE Class D airspace SVFR clearances for departures, arrivals, and overflights. Notify ZMP Center when SVFR traffic is clear of Class D Airspace or SVFR operations are suspended.
- e. Ensure that pilots read back issued clearances accurately.
- f. Coordinate instrument runway change.
- g. The following operations require coordination with GC:
 1. A helicopter landing on any movement or non-movement area other than an active runway.
 2. Retaining communications and control of a landing aircraft for taxi to the ramp.
- h. Coordinate IFR releases with ZMP.
- i. Issue the published missed approach to all arrivals conducting an unplanned missed approach and advise ZMP of unplanned missed approaches.
- j. LC is authorized to issue a visual a visual approach clearance to an aircraft on their frequency previously cleared for an instrument approach by the Center in accordance with FAA Handbook 7110.65, Paragraph 7-4-3. No coordination is required with the Center.
- k. Advise ZMP or landing or cancellation of IFR of all inbound IFR aircraft.

3-2. USE OF RUNWAYS

Authorization for aircraft to taxi on or along an active runway for purposes other than crossing must be provided via direct communications on the appropriate local control frequency.

3-3. RADIO FREQUENCIES

LC primary radio frequency is 118.45.

3-4. AREA OF JURISDICTION

LC's area of jurisdiction includes all active runways and the LSE Class D surface area at or below 3,200 feet MSL.

APPENDIX 1. POSITION RELIEF BRIEFING CHECKLIST

1. Status Information Areas
2. Verbally State Runways Status
 - a. Closed/Unusable/Occupied
 - b. Braking Action
3. Altimeter/Weather Trends
4. Airport Activities
5. Special Instructions/Restrictions/Activities
6. Flow Control
7. Pertinent NOTAMs
8. Equipment Status
9. Traffic
 - a. Pointout Aircraft (In the “D”)
 - b. Holding Aircraft
 - c. IFR/VFR Aircraft Taxiing/Released

APPENDIX 2. INTERSECTION TAKEOFF CHART

Runway 18/36
8742'X150'
Runway 13/31
6050'X150'
Runway 4/22
5199'X150'

La Crosse Regional Airport
Intersection Departure Diagram
Field Elevation 655'

