

ST. CLOUD FCT STANDARD OPERATING PROCEDURES



SEPTEMBER 29, 2022

VIRTUAL MINNEAPOLIS ARTCC

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

Order Record of Changes

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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 STC 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 2.6 "St. Cloud Regional Airport (KSTC)" dated 20 Oct 2011.

1-4. EFFECTIVE DATE

This order is effective September 29, 2022.

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 STC FCT:

<i>Position Name</i>	<i>Frequency</i>	<i>Callsign</i>
Ground Control/Clearance Delivery (GC)	123.75	STC_GND
Local Control (LC)	118.25	STC_TWR
ATIS	119.375	KSTC_ATIS

CHAPTER 2. GROUND CONTROL/CLEARANCE DELIVERY

2-1. POSITION DUTIES AND RESPONSIBILITIES

- a. Ensure separation.
- b. Initiate control instructions.
- c. Assist LC in scanning the movement area environment.
- d. Issue clearances and ensure accuracy of pilot readback.
- e. Coordinate with LC the following:
 1. Assignment of any runway either opposite direction or not currently designated as active.
 2. Runway 13/31 intersection departures from any taxiway.
 3. Active runway/approach zone crossings.

2-2. RADIO FREQUENCIES

The primary radio frequency for GC is 123.75.

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.

2-4. CLEARANCES

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 separation.
- b. Ensure advance coordination with GC to use portions of the movement area either owned by GC or released to that position.
- c. Initiate control instructions.
- d. Scan the movement area environment.
- e. Request IFR releases from ZMP and coordinate SVFR requests.
- f. The following operations require coordination with GC:
 1. A helicopter landing on any movement area or area other than an active runway.
 2. Retaining communications and control of an aircraft taxiing to the ramp.
 3. 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.
 4. Use of any runway that has not been previously designated as active.
 5. Activation and assumption of Runway 5/23 if it was previously released to GC as inactive.

3-2. RADIO FREQUENCIES

The primary radio frequency for LC is 118.25.

3-3. DEPARTURES

Releases for departing IFR aircraft are required from ZMP. ZMP will issue a departure heading with the release.

3-4. RUNWAY SELECTION AND USE

- a. Runway 13/31 is the primary active runway. Runway 5/23 is considered optional-use and may be designated as active by LC.
- b. Intersection takeoff distances are depicted in appendix 2.
- c. Runway 31 is designated as the calm wind runway. All traffic should use this runway when the wind is less than five knots.

3-5. ARRIVALS

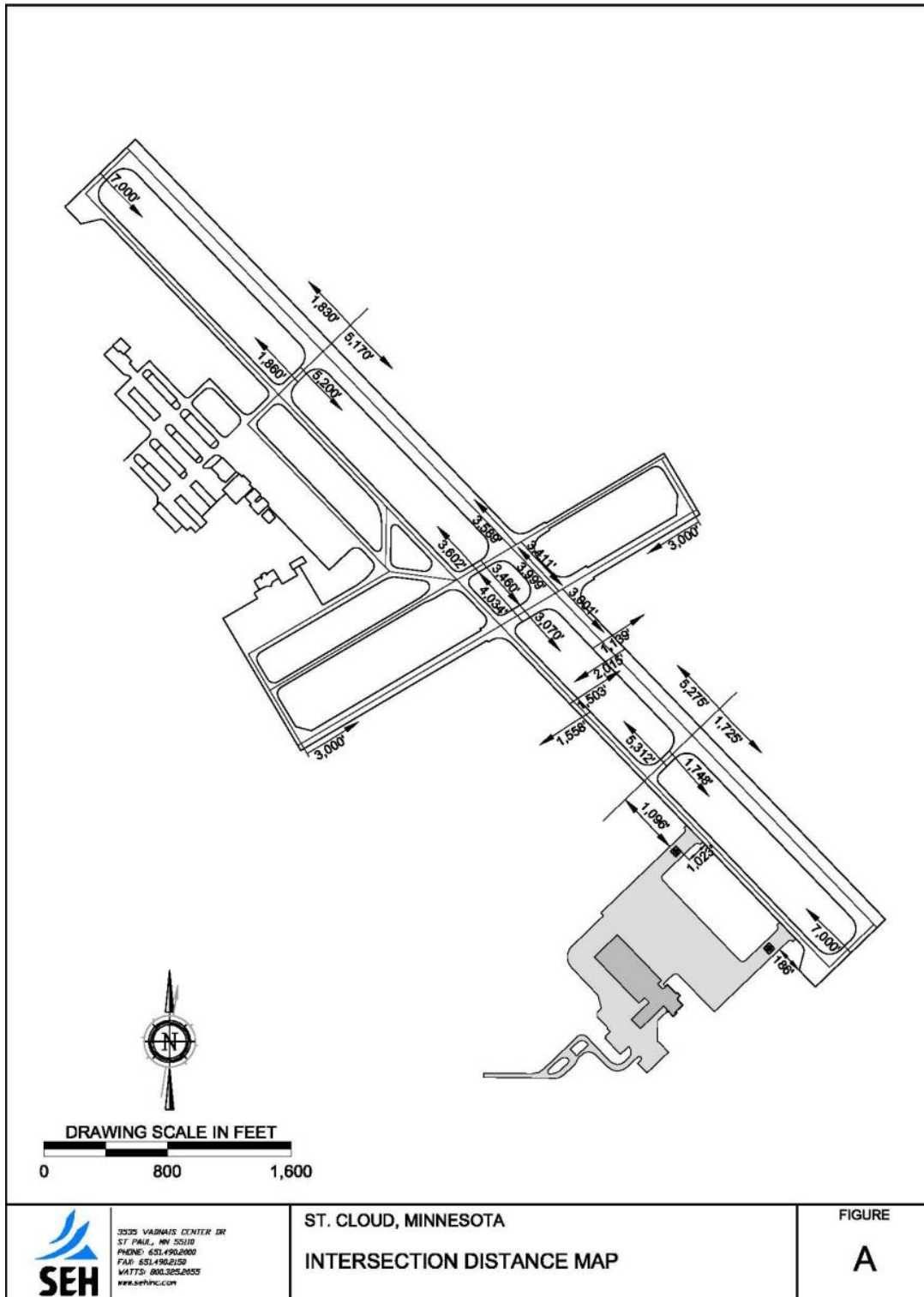
- a. Advise ZMP of the landing or cancellation time for all IFR aircraft.
- b. STC is authorized to issue a visual approach clearance to the same runway to an aircraft on their frequency previously cleared for an instrument approach by ZMP.

APPENDIX 1. POSITION RELIEF CHECKLISTS

- a. SIA
- b. Verbally state the status of all runway(s)/approach in use
- c. Altimeter/weather trends (TAF/AIRMET/PIREP)
- d. Airport activities
- e. Special instructions/restrictions/activities
- f. Flow Control
- g. Traffic
 - 1. Special activity aircraft
 - 2. Aircraft released
 - 3. Aircraft waiting for service
 - 4. Coordination agreements with other positions

APPENDIX 2. INTERSECTION TAKEOFF DISTANCES

NOTE – Taxiway A2 is not depicted in this diagram.



APPENDIX 3. REPORTING POINTS

