OAKLAND ARTCC

Monterey ATCT - Standard Operating Procedure
Version 1.3

List of Changes

VERSION	DATE	DESCRIPTION
1.0	15AUG2019	Rewrite – Initial Release
1.1	20OCT2019	Removed VOX Channel due to AFV release
1.2	07FEB2022	.xx5 frequency update
1.3	14JUL2022	Update formatting, remove unnecessary verbiage, add ATCT equipment section and radar procedures, add multiple runway crossing information, update taxiway jurisdiction, add opposite direction procedures, add VFR arrival routes appendix

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Section 1. General Information

1-1 Purpose

This Standard Operating Procedure (SOP) outlines the procedures to be used by controllers working Monterey ATCT positions on the VATSIM network, to ensure that traffic flows are handled in as efficient and timely a manner as possible. This SOP is for simulation purposes only and shall not be used for real world use or reference.

1-2 Distribution

This SOP is distributed to all members of the Oakland ARTCC on VATSIM.

1-3 Cancellation

All previous procedures are canceled.

1-4 Equipment

Monterey ATCT has a radar display (CTRD) and ability to process flight plans (FDIO).

1-5 Positions Table

The following position table details authorized positions for Monterey Tower.

SECTOR	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Clearance Delivery	MRY_DEL	Monterey Clearance	135.450
Ground Control	MRY_GND	Monterey Ground	120.875
Local Control	MRY_TWR	Monterey Tower	118.400
ATIS	KMRY_ATIS		119.250

1-6 Runway Configurations

CONFIGURATION	DESCRIPTION
MRY28	Landing and Departing Runways 28
MRY10	Landing and Departing Runways 10

Section 2. Flight Data/Clearance Delivery

2-1 General Procedures

a. Issue departure clearance in accordance with current directives, Letters of Agreement, and this section. Ensure accuracy of pilot readback.
b. Issue TEC routes for aircraft with destinations within NCT (except RNO and satellites). If a pilot is unable to accept a TEC route, issue vectors direct destination and coordinate with NCT.
c. When an aircraft requesting clearance requires route or traffic management coordination, advise the TMU/CIC so that they can complete the coordination prior to issuing the clearance.

2-2 IFR Departures

a. Instruct aircraft to expect assigned/cruise altitude 5 minutes after departure.
b. Standard DP/Route and Altitude Assignment

DEST/ROUTE	RUNWAY	AIRCRAFT	DP	DEP SECTOR	ALTITUDE
Any	28L / 28R	P, T, J	MRY#	Seca	CVS
V27 North / West / Oceanic / MRY Complex / SFO Complex	10L / 10R	P, T, J	MRY#		
All Others	10L / 10R	P, T, J	TORO#		
ODP	Any	P, T, J	ODP		7,000

2-3 VFR Procedures

a. Ensure VFR departures have their aircraft type, origin, and destination filled out in their flight plan.
b. Issue all VFR aircraft, including pattern work, a transponder code.
c. For VFR aircraft requesting flight following, issue a departure frequency.
EXAMPLE-
"N172SP, departure frequency 127.15, squawk 3201"

Section 3. Ground Control

3-1 Position Jurisdiction and Responsibilities

a. Coordinate and exchange all applicable information with Local Control (LC) in accordance with FAAO 7110.65, Chapter 3, and this SOP.
b. Jurisdiction of Taxiways:
    i. GC has control over all taxiways other than:
        1. Taxiway B between taxiway K and taxiway L.
        2. Taxiways K, L, and N between the parallel runways.
c. Coordinate with LC for:
    i. Use of a runway other than the active runway(s) for departure.
    ii. Use of an intersection for departure.
    iii. Use of taxiways that fall within LC jurisdiction.
d. All aircraft that push back onto taxiway A must be instructed as follows:
    PHRASEOLOGY-
    PUSH BACK ONTO TAXIWAY ALPHA APPROVED
e. When runways 28L/28R are in use for departures, taxi aircraft from the north ramp for an intersection departure of Runway 28L at taxiway L unless a full-length departure is requested by the pilot.

3-2 Multiple Runway Crossings

a. MRY is approved to conduct multiple runway crossings in accordance with JO 7210.3 on Runway 28L/10R and Runway 28R/10L at Taxiways N, L, and K.

Section 4. Local Control

4-1 General Duties and Responsibilities

a. LC is responsible for runway separation and control, sequence, and separation of IFR, SVFR, and Class C VFR aircraft in the Monterey ATCT delegated airspace shown in Attachment 1.
    i. LC may provide Class C radar service within their delegated airspace. This may involve radar identifying VFR aircraft (and advising them of radar contact) and making radar handoffs to NCT.
    ii. NCT shall make radar handoffs of IFR arrivals and VFR arrivals/overflights to LC. LC need not accept the handoff before NCT transfers communications.
b. Monterey ATCT delegated airspace is the inner ring of the Class Charlie airspace from surface to 3,000.
c. Jurisdiction of Taxiways:
    i. LC has control over:
        1. Taxiway B between taxiway K and taxiway L.
        2. Taxiways K, L, and N between the parallel runways.

4-2 Runway Selection

a. Use the runway most nearly aligned with the wind.
    i. During IMC, Runways 10L/10R may be used with up to 10 knots of tailwind due to the lower minima on the ILS 10R approach than the approaches to 28L/28R.
b. Weather conditions may require runways 28s to be advertised together with the ILS Runway 10R circle to runways 28 approach.

4-3 Coordination

a. Coordinate with GC for arriving/departing helicopter operations.
b. LC must coordinate when using any runway other than the designated active runway.

4-4 Go-Around / Missed Approach

a. Issue heading 330, maintain 3,000 for all unplanned missed approaches. For VFR practice approaches issue the same instructions but refer to them as "climb out" instructions.
b. Advise all visual approach go-arounds to remain in the traffic pattern; if unable issue heading 330, maintain 3,000.
c. Verbally notify NCT immediately when an unplanned missed approach/go-around occur.

4-5 Opposite Direction Operations (ODO)

a. MRY must CFR to NCT Seca for all IFR departures.
b. The following cut-off points are established for ODO at MRY:
    i. Jets: 10 nm from airport
    ii. Props: 5 nm from airport
    iii. When mixed-type aircraft are involved, use the greater cut-off value
c. Visual separation is not authorized between two opposite direction IFR aircraft.
d. All involved aircraft must be issued traffic advisories about the other involved aircraft.
    PHRASEOLOGY-
    <CALLSIGN>, opposite direction traffic, <DISTANCE>, <TYPE AIRCRAFT>.
    <CALLSIGN, opposite direction traffic landing/departure runway <RUNWAY>, <TYPE AIRCRAFT>.

e. The following procedures apply when two IFR aircraft are conducting ODO to the same or parallel runways:
    i. LC and NCT coordination must include aircraft call sign, type, runway, and the phrase "opposite direction"
    ii. Arrival-Departure: LC must ensure the opposite direction departure is airborne and turned to avoid all conflicts prior to the arrival reaching the cut-off point.
    iii. Arrival-Arrival: NCT must ensure the first arrival has landed prior to the second arrival reaching the cutoff point.
f. The following procedures apply when one IFR and one VFR aircraft are conducting ODO to the same or parallel runways:
    i. Arrival-Departure: LC must ensure the opposite direction departure is airborne and turned to avoid all conflicts.
    ii. Arrival-Arrival: NCT must coordinate the opposite direction arrival with LC.
g. The following procedures apply when two VFR aircraft are conducting ODO to the same or parallel runways:
    i. Arrival-Departure: LC must ensure the opposite direction departure is issued a turn to avoid conflict with opposing traffic.
    ii. Arrival-Arrival: NCT must coordinate the opposite direction arrival with LC.

Appendix A. Arrival VFR Routes

a. The arrival routes below will be issued by NCT to aircraft on flight following before they enter MRY ATCT airspace and are provided for informational purposes.

b. MRY28

ARRIVALS	
FROM DIRECTION	**INSTRUCTIONS**
N	Via the Shoreline
S	Direct MRY airport

c. MRY10

ARRIVALS	
FROM DIRECTION	**INSTRUCTIONS**
N	Via the Shoreline
S	Direct MRY airport
E	Via Spreckels

Attachment 1. MRY Class C Airspace