OAKLAND ARTCC

ZOA Class D Airports
Standard Operating Procedure
Version 1.8

List of Changes

VERSION	DATE	DESCRIPTION
1.0	15FEB2019	Initial Release
1.1	17FEB2020	Grammatical Fixes
1.2	31DEC2020	Updated HWD_TWR Frequency
1.3	07FEB2022	Removed vox channels. APC altitude update. Added TRK.
1.4	24FEB2022	SQL/SAC/NUQ altitude changes for 900ft rule change.
1.5	16JUN2022	Update formatting, re-organize procedure sections, add generic VFR procedures, include info about tower equipment, update headings and altitudes, remove FAB references, remove notes related to verbal coordination for flight data
1.6	14JUL2022	Correct SQL initial altitude and calm wind runways
1.7	23FEB2023	Update tower equipment description, fix typos
1.8	30NOV2023	Update references from Expo to Paradise

Section 1. General Procedures

1-1 Purpose

This Standard Operating Procedure (SOP) outlines the procedures to be used by controllers working Class D ATCT positions within ZOA ARTCC. By specifying the standard hand off points, departure and arrival routes, coordination between adjacent facilities may be greatly reduced.

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 and Radar Procedures

a. All ATCTs in this SOP are simulated to be equipped with a Certified Tower Radar Display (CTRD) except for the MER and TRK ATCTs.
    i. The MER and TRK ATCTs cannot provide any sort of limited radar service are purely "visual" towers.
    ii. Towers may use the "track" feature of their radar and can transfer/receive radar handoffs for VFR traffic from the overlying sector. The overlying sector may make radar handoffs for IFR arrivals, but the handoff need not be accepted by the tower before transferring communications.
b. All ATCTs in this SOP are simulated to have Flight Data Input/Output (FDIO).

1-5 VFR Procedures

a. VFR Departures
    i. Towers with radar displays may provide limited radar service, they shall not advise aircraft of "radar contact".
b. VFR Arrivals
    i. The overlying sector should generally transfer communications to the tower about ten (10) nm prior to the aircraft reaching the airport.
    ii. Tower shall sequence the VFR aircraft without interrupting the overlying sector's IFR approach sequence.

1-4 Coordination Procedures

a. The Tower must:
    i. Advise the controller handling departures, arrivals and en route aircraft of the departure and arrival runway in use. If an IFR departure will use other than the coordinated runway, the Tower must advise the departure sector.
    ii. Advise the departure/approach and en route controller verbally or via message of the: current ATIS code, and when field conditions change to or from basic VFR minima.
    iii. Notify the departure/approach and en route controller of any factor affecting arrivals, departures or airport capacity.
    iv. Advise the departure/approach control if an aircraft will depart on any other runway other than the designated runway in use.
    v. Coordinate with the overlying sector before issuing sector instructions
b. Towers are authorized to clear aircraft for a straight-in (same direction as other landing traffic) visual approach when aircraft are within 10 nm of the airport without coordination.
c. Unless otherwise specified, towers are authorized to provide tower-applied visual separation between IFR aircraft that are not opposite direction without coordination.

1-5 Scratchpad Usage

All Class D towers underlying NCT airspace are authorized to use the following scratch pad codes for aircraft operating within their airspace, as applicable.

a. "2ER" Bay Tour
b. "SVR" Special VFR
c. “LCL” for VFR aircraft with no specific destination.

Section 2. KAPC Napa County Airport

2-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Napa Delivery	APC_DEL	Napa Delivery	127.850
Napa Ground	APC_GND	Napa Ground	121.700
Napa Tower	APC_TWR	Napa Tower	118.700
Napa ATIS	KAPC_ATIS		124.050

2-2 General

a. Runways 19L/R and or 24 are the calm wind runways. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. The Tower is authorized to conduct SVFR operations within the Class D airspace at or below 2,500.
    i. Tower must suspend SVFR operations ten (10) minutes prior to the ETA of an IFR aircraft unless visual separation is applied.

2-3 Departures

a. APC ATCT obtains releases from ZOA Sector 41 for all IFR departures.
b. Instruct IFR departures to contact Center on 125.85 or as otherwise coordinated.
c. The tower will issue SGD VOR and the next fix or airway in the filed route or the filed published departure procedure.
d. All departures will be assigned an altitude of 5,000 feet MSL or requested lower altitude, except for the OZIEE DP, which will be assigned "Climb via SID except maintain 6,000."
    i. Aircraft requesting altitudes above 5,000 (or 6,000 for the OZIEE DP) feet MSL will be advised to expect further clearance to their requested altitude 10 minutes after departure.
e. Successive departing aircraft must be established on courses that diverge by at least 45 degrees prior to communication transfer to the center.
f. Issue VFR-ON-TOP Clearances as follows: "Cleared to SGD VORTAC via SGD. Climb to and report reaching VFR-ON-TOP. (Tops reported [altitude]) or (No tops reports). If not on top at 4,000, maintain 4,000 and advise. Maintain VFR-ON-TOP"

2-4 Arrivals

a. ZOA will advise APC ATCT how an approach will terminate, if other than a full stop landing.
b. APC ATCT may provide visual separation in accordance with FAAO JO 7110.65, each use of visual separation between IFR aircraft must be authorized by ZOA.

Section 3. KCCR Buchanan Field

3-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Concord Delivery	CCR_DEL	Concord Delivery	118.750
Concord Ground	CCR_GND	Concord Ground	121.900
Concord Tower	CCR_TWR	Concord Tower	119.700
Concord ATIS	KCCR_ATIS		124.700

3-2 General

a. If winds at Concord are light and or variable, the controller may choose what runways are in use. Calm wind runways suggested are 19L/R and 14L/R. (Note most IFR Approaches Utilize Runway 19R)
b. The Tower is authorized to conduct SVFR operations after coordinating with Travis RAPCON at or below 1,500.
    i. SVFR Operations shall be suspended prior to any arriving IFR aircraft reaching the FAF on the LDA, VOR, or GPS approach.

3-3 Departures

a. Departure releases must be obtained from SUU South.
b. Initial climbs for IFR departures from CCR shall be at or below 4,000.
    i. Pilots should be told expect their filed altitude 5 minutes after departure if requesting higher.
c. The Tower must ensure aircraft depart within 2 minutes after the specified release time unless otherwise coordinated.
d. CCR ATCT may provide visual separation between IFR aircraft after obtaining a departure release and only when requested by Travis RAPCON.

3-4 Arrivals

a. Travis RAPCON will provide CCR ATCT with the approach type and intentions for when each IFR arrival is approximately 15 nm from CCR
b. For aircraft requesting VFR practice approaches, Tower must coordinate with Travis RAPCON at the time of request.
c. Missed approaches reported to the tower shall be instructed fly the published missed approach procedure. Aircraft on a visual approach will be issued instructions to remain in the traffic pattern.

Section 4. KCIC Chico Municipal Airport

4-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Chico Ground	CIC_GND	Chico Ground	121.900
Chico Tower	CIC_TWR	Chico Tower	121.000
Chico ATIS	KCIC_ATIS		119.675

4-2 General

a. Runways 31L/R are the calm wind runways. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. SVFR Operations
    i. Tower is authorized to conduct SVFR operations within the Class D surface area at or below 2,500 MSL and must advise the Center when starting and terminating SVFR operations.
    ii. Tower must suspend SVFR operations 10 minutes prior to the coordinated ETA of an IFR aircraft unless visual separation is applied.

4-3 Departures

a. Departure releases must be obtained from ZOA Sector 41.
b. Ensure released aircraft depart within three (3) minutes unless otherwise coordinated.
c. Initial climbs for IFR departures from CIC filed for altitudes at or above 8000 shall be to 8000 unless otherwise coordinated.

4-4 Arrivals

a. ZOA will advise CIC ATCT how an approach will terminate, if other than a full stop landing.
b. CIC ATCT may provide visual separation in accordance with FAAO JO 7110.65, each use of visual separation between IFR aircraft must be authorized by ZOA.
c. Missed approaches shall be issued the published missed approach procedure. Visual approach go-arounds will be given instructions to remain in the traffic pattern.
c. VFR Practice Approaches
    i. Center must advise the Tower is an aircraft is on a "VFR Practice Approach" when forwarding arrival information and if IFR separation is being provided.
    ii. Tower must advise the Center when the approach has terminated.
    NOTE- *Missed approaches are not authorized for VFR Practice Approaches.*

Section 5. KHWD Hayward Executive Airport

5-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Hayward Delivery	HWD_DEL	Hayward Delivery	128.050
Hayward Ground	HWD_GND	Hayward Ground	121.400
Hayward Tower	HWD_TWR	Hayward Tower	120.200
Hayward ATIS	KHWD_ATIS		126.700

5-2 General

a. HWD shall use runways 28L/R when the wind is less than 5 knots in any direction. If the wind is 5 knots or greater, then the runways most closely aligned with the wind shall be used.
b. HWD ATCT has SVFR authority whenever the HWD weather is below basic VFR minima 1,000 feet and below within the Class D surface area.

5-3 Departures

a. Departure releases must be obtained from Grove sector in SFOW or SFOW/OAKE, or Richmond Sector in SFOE.
b. Issue the following to all IFR departures:
    i. Runway 28: “Turn left heading 170°, maintain 2,000.”
    ii. Runway 10: “Turn right heading 170°, maintain 2,000.”
    iii. Pilots should be told to expect assigned altitude 5 minutes after departure.
c. Tower must ensure that IFR aircraft depart within two minutes of the release time.
d. Tower must ensure that aircraft turn to the assigned departure heading within 1 NM of the runway.
e. Tower must separate an IFR arrival/VFR practice approach and an IFR departure utilizing radar/non-radar or visual separation.
f. Instruct all VFR aircraft enroute to San Francisco to remain outside of the San Francisco Class B and Oakland Class C Airspace until advised and to contact NorCal Approach.

5-4 Arrivals

a. Missed approaches reported to Tower when radar facilities are manned shall be instructed to
    i. Runways 28L/R "turn left heading 170°, climb and maintain 2,000"
    ii. Runways 10L/R "turn right heading 170°, climb and maintain 2,000"
    iii. Visual approaches may be kept in the pattern or assigned one of the above instructions.

Section 6. KLVK Livermore Municipal Airport

6-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Livermore Ground	LVK_GND	Livermore Ground	121.600
Livermore Tower	LVK_TWR	Livermore Tower	118.100
Livermore ATIS	KLVK_ATIS		119.650

6-2 General

a. Runways 25L/R are the calm wind runways. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. SVFR Operations
    i. Tower is delegated SVFR authority within Class D Surface Area at and below 2,500 feet MSL.
    ii. Tower must ensure that all SVFR operations are complete prior to an IFR arrival reaching the FAF inbound.

6-3 Departures

a. Departure releases must be obtained from:
    i. Runway 25: Grove (SFOW) or Richmond (SFOE)
    ii. Runway 7: Valley
b. Issue the LVK DP to all IFR departures.
c. Initial climbs for IFR departures from LVK filed for altitudes at or above 4,000 shall be to 4,000 unless otherwise coordinated.
    i. Pilots should be told expect their filed altitude 5 minutes after departure.
d. Unless visual separation is applied, do not release a departure when an IFR arrival or VFR practice approach is inside of JUSOM (ILS/LOC) or OYAHI (RNAV).

6-4 Arrivals

a. Hold IFR departures until advised by NCT that missed approach aircraft are clear.
b. Missed approaches will be instructed to fly the published missed approach. Visual approach go-arounds will be issued instructions to remain in the traffic pattern.

Section 7. KMER Castle Airport

7-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Castle Ground	MER_GND	Castle Ground	133.575
Castle Tower	MER_TWR	Castle Tower	118.175
Castle ATIS	KMER_ATIS		124.475

7-2 General

a. Runway 31 is the calm wind runway. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. SVFR Operations
    i. Tower must coordinate with Valley sector prior to conducting SVFR operations.
    ii. Instruct all SVFR aircraft to remain at or below 1,500 feet while in the Class D airspace.
    iii. Ensure that all SVFR operations are complete prior to an IFR arrival reaching the FAF.

7-3 Departures

a. Departure releases must be obtained from NCT Valley sector.
b. Issue runway heading and maintain 7,000 feet or lower assigned altitude to all IFR departures.
    i. Instruct all IFR departures requesting above 7,000 to expect filed altitude 5 minutes after departure.
c. Tower must not release a departure off MER when an IFR arrival or VFR Practice Approach has passed the FAF inbound unless visual separation is applied.
d. Tower must ensure that IFR aircraft depart within 2 minutes of their release times.

7-4 Arrivals

a. Missed approaches shall be issued fly runway heading, climb and maintain 2,000 feet. Visual approach go-arounds may remain in the traffic pattern or be coordinated with NCT for climb-out instructions.
    i. Valley sector shall be advised immediately when an unplanned missed approach occurs.

Section 8. KMHR Sacramento Mather Airport

8-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Mather Ground	MHR_GND	Mather Ground	121.850
Mather Tower	MHR_TWR	Mather Tower	120.650
Mather ATIS	KMHR_ATIS		118.325

8-2 General

a. Runways 22L/R are the calm wind runway. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. SVFR Operations
    i. The Tower is authorized to conduct SVFR operations.
    ii. Tower must instruct all SVFR aircraft to remain at or below 2,500 feet while in the Mather Airport Class D Airspace
    iii. Tower must ensure that all SVFR arrivals are complete prior to an IFR arrival reaching the FAF inbound.

8-3 Departures

a. Departure releases must be obtained from NCT Paradise sector.
b. Initial climbs for IFR departures from MHR filed for altitudes at or above 4,000 shall be to 4,000 unless otherwise coordinated.
    i. Pilots should be told to expect their filed altitude 5 minutes after departure.
c. Departure headings are assigned as follows:
    i. Runway 4: Heading 150° (southbound), heading 360° (P,T northbound), heading 040° (J northbound).
    ii. Runway 22: Heading 150° (southbound), heading 360° (P,T northbound), heading 090° (J northbound).
d. Tower must:
    i. Ensure that aircraft depart within 3 minutes after obtaining a release.
    ii. Ensure departing aircraft turn to the assigned departure heading within 1 NM of the runway.

8-4 Arrivals

a. Missed approaches reported to Tower when radar facilities are manned shall be instructed to:
    i. Runway 4: Heading 150°, maintain 2,000 feet
    ii. Runway 22: Heading 090°, maintain 3,000 feet.
    iii. Visual approach go-arounds may remain in the pattern or coordinated with NCT for climb-out instructions.

Section 9. KMOD Modesto Harry Sham Field

9-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Modesto Ground	MOD_GND	Modesto Ground	121.700
Modesto Tower	MOD_TWR	Modesto Tower	125.300
Modesto ATIS	KMOD_ATIS		127.700

9-2 General

a. Runways 28L/R are the calm wind runways. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. SVFR Operations
    i. The Tower is authorized to conduct SVFR operations.
    ii. Tower must instruct all SVFR aircraft to remain at or below 1,500 feet while in the Modesto Class D surface area.
    iii. Tower must ensure SVFR operations are complete prior to an IFR arrival reaching the FAF inbound.

9-3 Departures

a. Departure releases must be obtained from NCT Valley sector.
b. All departures must be issued 7,000 feet or lower filed altitude or the TEC route altitude, whichever is lower.
    i. Instruct aircraft to expect higher filed altitude 5 minutes after departure.
c. Departure headings should be assigned based on direction of flight as follows:
    i. South-east: 160°
    ii. South: 200° (Runway 28), 260° (Runway 10)
    iii. North: 360°
    iv. West: 260°
d. Tower must:
    i. Ensure that aircraft depart within 2 minutes after obtaining a release.
    ii. Ensure that aircraft turn to the assigned departure heading within 1 NM of the runway.

9-4 Arrivals

a. Missed approaches reported to tower when radar facilities are manned shall be instructed to:
    i. Runways 10/28: Heading 160°, maintain 2,000 feet.
    ii. Visual approaches may remain in the pattern or as above.

Section 10. KNUQ Moffett Federal Airfield

10-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Moffett Ground	NUQ_GND	Moffett Ground	121.850
Moffett Tower	NUQ_TWR	Moffett Tower	119.550
Moffett ATIS	KNUQ_ATIS		124.175

10-2 General

a. Runways 32L/R are the preferred calm wind runways. If the wind is greater than 10 knots in any direction, the runways most aligned with the wind shall be used.
b. NUQ ATCT may coordinate with SJC for the use of the NUQ east traffic pattern that may penetrate the SJC ATCT delegated airspace.
c. NUQ must instruct all VFR departures to remain outside of SJC Class C airspace.
d. SVFR Operations
    i. The Tower is authorized to conduct SVFR operations after coordinating with NCT.
    ii. Tower must instruct all SVFR aircraft to remain at or below 1,100 while in the NUQ Class D surface area.
    iii. Tower must ensure that all SVFR operations are complete prior to an IFR arrival reaching the FAF inbound.

10-3 Departures

a. Departure releases shall be obtained from:
    i. Runway 32: 090° - Toga, OSI DP – Woodside
    ii. Runway 14: Licke and APREQ with SJC ATCT
b. Departure headings and interim altitudes shall be assigned as follows:
    i. Runway 32:
        1. Right turn heading 090°, maintain 3,000.
        2. If on the OSI DP, maintain 4,000.
    ii. Runway 14: Heading 130, maintain 3,000.
    iii. Pilots should be told to expect their filed altitude 5 minutes after departure.
c. Tower must:
    i. Ensure that aircraft depart within three minutes after obtaining a release.
    ii. Ensure that aircraft turn to the assigned departure heading within 1 NM of the runway.

10-4 Arrivals

a. Missed approaches reported to tower when radar facilities are manned shall be instructed to:
    i. Runway 32L/R: Runway heading, maintain 2,000 feet.
    ii. Runway 14L/R: Heading 130, maintain 3,000 feet.
    iii. Advise all visual approach go-arounds to remain in the traffic pattern.
    iv. Advise NCT immediately when an unplanned missed approach/go-around occurs.

Section 11. KPAO Palo Alto Airport

11-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Palo Alto Ground	PAO_GND	Palo Alto Ground	125.000
Palo Alto Tower	PAO_TWR	Palo Alto Tower	118.600
Palo Alto ATIS	KPAO_ATIS		135.275

11-2 General

a. Runway 31 is the preferred calm wind runway. If the winds are 5 knots or greater, use the runway most closely aligned with the wind.
b. SVFR Operations:
    i. Verbally coordinate with NCT prior to conducting SVFR operations.
    ii. Instruct all SVFR aircraft to remain at or below 1,100 feet while in the Class D surface area.
    iii. Ensure all SVFR operations are complete prior to an IFR arrival reaching the FAF.

11-3 Departures

a. Obtain departure releases from:
    i. SFOW/SJCW: NCT Toga sector
    ii. SFOE and/or SJCE: NCT Licke sector
b. IFR departures must be assigned heading 060° and 3,000 feet initially.
    i. Instruct aircraft filed above 3,000 to expect assigned altitude 5 minutes after departure.
c. Aircraft requesting IFR to VFR-On-Top should be cleared to the San Jose VOR.
d. Tower must advertise the GPS 31 approach to the maximum extent possible.
e. Tower must:
    i. Ensure that aircraft depart within 3 minutes of the released time.
    ii. Ensure that aircraft turn to the assigned departure heading within 1 NM of the runway.

11-4 Arrivals

a. Missed approaches reported to tower when radar facilities are manned shall be instructed to:
    iv. Visual Approaches may be issued closed traffic.
    v. Runway 13: Issue the shortest direction of turn to heading 030°, maintain 2,000 feet.
    vi. Runway 31: Right turn heading 030°, maintain 2,000 feet.

Section 12. KRDD Redding Municipal Airport

12-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Redding Ground	RDD_GND	Redding Ground	121.700
Redding Tower	RDD_TWR	Redding Tower	119.800
Redding ATIS	KRDD_ATIS		124.100

12-2 General

a. Runway 34 is the calm wind runway. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. SVFR Operations
    i. The Tower is authorized to conduct SVFR operations within Class D airspace at or below 2,500’ MSL.
    ii. The Tower must suspend SVFR operations 10 minutes prior to the estimated arrival time of an IFR aircraft unless visual separation is applied.

12-3 Departures

a. Initial climbs for IFR departures from RDD filed for altitudes at or above FL230 shall be FL230 unless otherwise coordinated
    i. Pilots should be told to expect their filed altitude 10 minutes after departure.
b. Departure releases must be obtained from ZOA Sector 41.
c. The Tower must ensure that released aircraft depart within three minutes or the release is canceled.
d. Successive departing aircraft must be established on courses that diverge by at least 45 degrees prior to communication transfer.

12-4 Arrivals

a. ZOA will advise RDD ATCT how an approach will terminate, if other than a full stop landing.
b. RDD ATCT may provide visual separation in accordance with FAAO JO 7110.65, each use of visual separation between IFR aircraft must be authorized by ZOA.
c. Missed approaches reported to tower when radar facilities are manned shall be instructed to fly the published missed approach and be transferred to the radar facility.

Section 13. KRHV Reid-Hillview Airport

13-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Reid-Hillview Ground	RHV_GND	Reid-Hillview Ground	121.650
Reid-Hillview Tower	RHV_TWR	Reid-Hillview Tower	119.800
Reid-Hillview ATIS	KRHV_ATIS		125.200

13-2 General

a. Runways 31L/R are the preferred calm wind runways. If the wind exceeds 5 knots, then the runways most closely aligned with the wind shall be used.
b. Headings 260° clockwise to 290° may be assigned as departure or missed approach headings after verbal approval from NCT.
c. SVFR Operations
    i. Tower is authorized to conduct SVFR operations at or below 1,500 feet within the Class D surface area.
    ii. Tower must coordinate with Toga prior to conducting SVFR operations.
    iii. Tower must ensure that all SVFR operations are complete prior to an IFR arrival reaching the FAF inbound.

13-3 Departures

a. Initial climbs for IFR departures from RHV filed for altitudes at or above 4,000 shall be 4,000 unless otherwise coordinated.
    i. Pilots should be told to expect their filed altitude 5 minutes after departure.
b. Initial headings for IFR departures shall be:
    i. Runway 13L/R: Not authorized.
    ii. Runway 31L/R: Turn left heading 290°.
        1. This turn must be made within one NM of the runway.
c. All IFR departures must be approved by SJC Tower. RHV must then obtain a release from NCT Toga sector. The release is invalid if 10 minutes pass from SJC tower approval.
d. Tower must ensure that aircraft depart within two minutes after obtaining a release.

13-4 Arrivals

d. Missed approaches reported to tower when radar facilities are manned shall be instructed to:
    i. Issue the published missed approach procedure.
    ii. Advise all visual approach go-arounds to remain in the east traffic pattern.
    iii. Advise NCT and SJC Tower immediately when a missed approach/go around occurs.

Section 14. KSAC Sacramento Executive Airport

14-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Executive Ground	SAC_GND	Exec Ground	125.000
Executive Tower	SAC_TWR	Exec Tower	119.500
Executive ATIS	KSAC_ATIS		125.500

14-2 General

a. Runway 20 is the preferred calm wind runway. If the wind exceeds 10 knots then the runway(s) most closely aligned with the wind shall be used.
b. SVFR Operations
    i. Tower is authorized to conduct SVFR operations.
    ii. Tower must instruct all aircraft to remain at or below 1,500 feet while in the Executive Class D airspace.
    iii. Tower must ensure that all SVFR arrivals are complete prior to an IFR arrival reaching the FAF inbound.

14-3 Departures

a. Initial climbs for IFR departures from SAC filed for altitudes at or above 2,000 shall be to 2,000 unless otherwise coordinated.
    i. Pilots should be told to expect their filed altitude 5 minutes after departure.
b. Departure headings are as follows:
    i. Runway 12: Heading 150° (west of and including V23), heading 090° (east of V23).
    ii. Runway 2/30: Heading 250° (west of and including V23), heading 340° (east of V23).
    iii. Runway 20: Heading 150° (west of and including V23), heading 090° (east of V23).
c. Departure releases must be obtained from NCT Paradise sector.
d. The Tower must:
    i. Ensure aircraft depart within two (2) minutes after obtaining a release.
    ii. Ensure departures turn to the assigned departure heading within 1 NM of the runway.

14-4 Arrivals

a. Unplanned missed IFR approaches to runway 2 must be assigned a left turn heading 250° and 1,700. Approaches to other runways must be coordinated with NCT. Visual approaches must be instructed to remain in the traffic pattern or coordinated with NCT for climb-out instructions.

Section 15. KSCK Stockton Metropolitan Airport

15-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Stockton Ground	SCK_GND	Stockton Ground	121.900
Stockton Tower	SCK_TWR	Stockton Tower	120.300
Stockton ATIS	KSCK_ATIS		118.250

15-2 General

a. Runways 29L/R are the calm wind runways. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. SVFR Operations
    i. Tower is authorized to conduct SVFR operations.
    ii. Tower must instruct all SVFR aircraft to remain at or below 1,500 feet while in the Stockton Class D Surface Area.
    iii. Tower must ensure that all SVFR operations are complete prior to an IFR arrival reaching the FAF inbound.

15-3 Departures

a. IFR Departure releases must be obtained from NCT Valley sector.
b. The Tower must issue the following initial headings to IFR aircraft and aircraft climbing to VFR-On-Top:
    i. Runways 29L/R:
        1. 200° to aircraft landing TCY, LVK, C83, Monterey CX, Oakland CX, San Francisco CX, San Jose CX, and all other southbound aircraft.
        2. 290° to aircraft landing in the Napa CX, Sacramento CX, and Travis CX.
        3. 340° to aircraft landing Mather CX and all other northbound aircraft not covered above.
    ii. Runways 11L/R:
        1. 200° to aircraft landing TCY, LVK, C83, Monterey CX, Napa CX, Oakland CX, San Francisco CX, San Jose CX, Travis CX and all other southbound aircraft.
        2. 050° to all other northbound aircraft.
c. Initial climbs for IFR departures from SCK filed for altitudes at or above 7,000 shall be to 7,000.
    i. Pilots should be told to expect their filed altitude 5 minutes after departure.
d. The Tower must issue the appropriate TEC route and altitude appropriate to departure runway and destination.
e. Tower must ensure that IFR aircraft depart within two minutes of the release time.

15-4 Arrivals

a. Missed approaches reported to tower when radar facilities are manned shall be instructed to:
    i. Runways 29L/R: Runway heading, maintain 2,000 feet.
    ii. Runways 11L/R: Runway heading, maintain 3,000 feet.
    iii. Visual approach: Closed traffic or as assigned above

Section 16. KSNS Salinas Municipal

16-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Salinas Ground	SNS_GND	Salinas Ground	121.700
Salinas Tower	SNS_TWR	Salinas Tower	119.525
Salinas ATIS	KSNS_ATIS		124.850

16-2 General

a. Runways 31/26 are the calm wind runways. If a tailwind component of 10 knots or greater is present, the field shall use the runway most aligned with the wind.
b. The following headings may be assigned as alternate departure or missed approach headings after verbal approval from NCT:
    i. Runway 08/13: 100° clockwise to 120°
    ii. Runway 26/31: 228° clockwise to 336°
c. The Tower is authorized to conduct SVFR operations.
    i. The Tower must instruct all SVFR aircraft to remain at or below 2,000 feet while in the Salinas Class D Surface Area.
    ii. Ensure SVFR operations are complete prior to an IFR arrival reaching the FAF inbound.

16-3 Departures

a. IFR departure releases must be obtained from NCT Seca sector.
b. All IFR departures shall be issued the SNS departure procedure, unless otherwise coordinated.
c. Departures shall be assigned 6,000 feet or lower filed altitude, or the TEC route altitude, whichever is lower. All aircraft filed above 6,000 feet must be told to expect their filed altitude 5 minutes after departure.
d. Tower must ensure that aircraft depart within 3 minutes of the release time.
e. Tower must ensure aircraft turn to the assigned departure heading within 1 NM of the runway.

16-4 Arrivals

a. Missed approaches reported to tower when radar facilities are manned shall be instructed to:
    i. Execute the published missed approach if on an instrument approach.
    ii. Issue closed traffic to aircraft executing an unplanned go around from a visual approach.
    iii. Advise NCT if an unplanned missed approach occurs.

Section 17. KSQL San Carlos Airport

17-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
San Carlos Ground	SQL_GND	San Carlos Ground	121.600
San Carlos Tower	SQL_TWR	San Carlos Tower	119.000
San Carlos ATIS	KSQL_ATIS		125.900

17-2 General

a. Runway 12 is the calm wind runway. If local winds make compliance with this unsafe, the runway most aligned with the wind shall be used.
b. SVFR Operations:
    i. Tower is authorized to conduct SVFR operations at or below 1,100 feet within the Class D surface area.
    ii. Tower must coordinate with Woodside (SFOW) or Sutro (SFOE) prior to conducting SVFR operations.
    iii. Tower must ensure that all SVFR operations are complete prior to an IFR arrival reaching the FAF inbound.

17-3 Departures

a. IFR departure releases must be obtained from NCT Woodside sector (SFOW) or NCT Sutro sector (SFOE).
    i. Coordinate with PAO ATCT on all IFR departures.
b. When the reported ceiling is at or above 1,100 feet and the visibility is 3 miles or more, Tower must instruct all Runway 30 IFR departures to fly the Noise Abatement Departure Procedure which is, "Fly runway heading until passing the diamond shaped waterway, then turn right heading 120° and keep your turn within 2 miles of the airport for vector to the assigned fix/route, maintain VFR at or below 1,100 until passing the OAK 165° radial, then climb and maintain 2,100 feet; expect <assigned> altitude five minutes after departure".
    i. If weather is below the above minima, IFR departures off runway 30 is not authorized.
c. Tower must instruct all runway 12 IFR departures to fly the runway 12 obstacle departure procedure to SJC and climb and maintain 2,100 feet, and to expect NCT assigned altitude five minutes after departure.
d. Tower must clear an aircraft requesting "VFR-On-Top" to the San Jose VOR, climb and maintain 2,100.
e. Tower must ensure that aircraft depart within two minutes of the release time.

17-4 Arrivals

a. For unplanned missed approaches, tower must:
    i. Instrument approaches: issue the published missed approach except maintain 4,000 feet.
    ii. Advise all visual approach go-arounds to remain in the traffic pattern or coordinate with NCT for climb-out instructions.
    iii. Advise Woodside (SFOW) or Sutro (SFOE) immediately when an unplanned missed approach/go-around occurs.

Section 18. KSTS Sonoma County Airport

18-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Santa Rosa Ground	STS_GND	Santa Rosa Ground	121.900
Santa Rosa Tower	STS_TWR	Santa Rosa Tower	118.500
Santa Rosa ATIS	KSTS_ATIS		120.550

18-2 General

a. There is no preferred runway use program at STS. Use the runways most aligned with the wind if the wind exceeds 10 knots.
b. SVFR Operations.
    i. The Tower is authorized to conduct SVFR operations within Class D airspace at or below 2,500 MSL.
    ii. The Tower will suspend SVFR operations 10 minutes prior to the airport ETA of an IFR aircraft unless visual separation is applied.

18-3 Departures

a. IFR departure releases must be obtained from ZOA Sector 41.
b. Initial climbs for IFR departures from STS filed for altitudes at or above 8,000 shall be to 8,000.
    i. Pilots should be told to expect their filed altitude ten minutes after departure.
c. The Tower will ensure that released IFR aircraft depart within three minutes, or the release is canceled and must be re-coordinated with ZOA.
d. Successive departing aircraft must be established on courses that diverge by at least 45 degrees prior to communication transfer.

18-4 Arrivals

a. ZOA will advise STS ATCT how an approach will terminate, if other than a full stop landing.
b. STS ATCT may provide visual separation in accordance with FAAO JO 7110.65, each use of visual separation between IFR aircraft must be authorized by ZOA.

Section 19. KTRK Truckee-Tahoe Airport

19-1 Positions Table

FACILITY	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Truckee Ground	TRK_GND	Truckee Ground	118.300
Truckee Tower	TRK_TWR	Truckee Tower	120.575
Truckee ATIS	KTRK_ATIS		118.000

19-2 Flight Data

a. There is no preferred runway use program at TRK. Use the runways most closely aligned with the wind unless an operational advantage is gained by using different runways.

19-3 Departures

a. IFR departure releases must be obtained from ZOA Sector 44.
b. Initial climb for IFR departures from TRK filed above 16,000 shall be 16,000.
    i. Pilots should be told to expect their filed altitude ten minutes after departure.
c. Aircraft must depart within three minutes of an IFR release from ZOA. If the aircraft does not depart within three minutes, then a new release must be obtained.

19-4 Arrivals

a. ZOA will forward IFR arrival approach type and intentions to Tower at least seven (7) minutes prior to the ETA of each IFR arrival.