Reno Tahoe ATCT
Standard Operating Procedure
Version 1.8

List of Changes

VERSION	DATE	DESCRIPTION
1.0	23MAY2019	Rewrite – Initial Release
1.1	15AUG2019	Updated LUAW procedures
1.2	20OCT2019	Removed VOX Channel due to AFV release
1.3	31DEC2020	Added TMC position, general revisions and typo corrections, defined runway selection better.
1.4	07FEB2022	Removed TMC. Adjusted initial altitudes/DPs table. Added 7/25 VFR departures.
1.5	14JUL2022	Update formatting, remove unnecessary verbiage, add ATCT equipment section and radar procedures, update VFR procedures section, update routing/altitude table, remove taxiway limitations, add multiple runway crossings, remove SVFR and LUAW sections, update missed approaches
1.6	03NOV2022	Updated IFR Departures, updated RWY 16/34 to 17/35 and 07/25 to 08/26
1.7	23FEB2023	Update tower equipment information
1.8	08AUG2024	Correct errors in IFR departures table, update VFR departure procedures, revise Class C service procedures

Section 1. General Information

1-1 Purpose

This Standard Operating Procedure (SOP) outlines the procedures to be used by controllers working Reno Tahoe 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

Reno Tahoe ATCT is equipped with a Certified Tower Radar Display (CTRD), and Tower Data Link Services (TDLS) including its three parts, Flight Data Input/Output (FDIO), Digital Airport Terminal Information Services (D-ATIS), and Pre-Departure Clearance (PDC).

1-5 Positions Table

The following position table details authorized positions for Reno Tower.

SECTOR	CALLSIGN	RADIO CALLSIGN	FREQUENCY
Clearance Delivery	RNO_DEL	Reno Clearance	124.900
Ground Control	RNO_GND	Reno Ground	121.900
Local Control	RNO_TWR	Reno Tower	118.700
D-ATIS	KRNO_ATIS		135.800

1-6 Runway Configurations

CONFIGURATION	DESCRIPTION
RNOS	Landing and Departing Runways 17
RNON	Landing and Departing Runways 35

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 Pre-Departure Clearances (PDC) for those aircraft so equipped.
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.
d. RNAV departure procedures are preferred over conventional departure procedures where available.

2-2 IFR Departures

a. Inform aircraft to expect clearance to filed altitude within 5 minutes after departure.
b. Standard DP/Route/Heading and Altitude Assignment

DEST/ROUTE	RUNWAY	AIRCRAFT	DP/HDG	DEP SECTOR	ALTITUDE
All RNAV	17	J	ZEFFR#	Silver	CVS
Via FMG		P, T	FMG#		10,000
NE-bound		P, T, J	WAGGE#		FL190
All others			RENO#		
SE-bound RNAV	35	J	ALPYN#	Silver	CVS x 10,000
All other RNAV			PVINE#	Nugget	CVS
All others		P, T, J	*RENO#*[1]		10,000
All	26	P, T, J	RENO#	Nugget	10,000
Any	17/26/35	P, T, J	ODP	*Varies*[2]	10,000
Any	08	*Not authorized*			

[1] *Only runway heading may be assigned on departure, unless verbally coordinated*

[2] *ODP aircraft are controlled by Nugget when departing 26/35 and Silver when departing 17*

2-3 VFR Procedures

a. Ensure VFR departures have their aircraft type, origin, and destination filled out in their flight plan.
    i. If VFR aircraft are requesting flight following, ensure their planned altitude complies with the minimum altitudes specified in Attachment 1.
b. Issue all VFR aircraft, including pattern work, a transponder code.
c. Instruct VFR aircraft to depart on course, except as specified below, and issue a departure frequency if they are requesting flight following.
    i. Issue VFR jets and 4-engine turboprops runway heading.

EXAMPLE-

"N84MS, maintain VFR, fly runway heading, departure frequency 119.2, 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 FAA JO 7110.65, Chapter 3, and this SOP.
b. Taxiway Jurisdiction
    i. GC has control over all taxiways except those between the parallel runways.
    ii. LC has control over all runways and taxiways between the parallel runways.
c. Maintain positive control of all taxiways and runways, which are designated as movement areas; Provide advisories, and issue clearances and control instructions to aircraft.
d. Maintain awareness of arriving traffic and anticipate Local Control needs to allow for arriving aircraft to fully clear the runway(s):
    i. GC will yield or hold traffic for aircraft exiting the runway(s).
    ii. LC has authority to issue instructions to join any active taxiway.
    iii. Avoid blocking runway exits and advise LC when ground traffic will hold short of runway exits.
e. Advise departing general aviation aircraft to "check density altitude" when issuing the temperature if the temperature is 23.7°C/75°F or above.

3-2 Coordination

a. Intra-facility direct voice coordination may include, but not limited to; active runway crossings, helicopter operations, and/or any other operations on or near runways and taxiways used by LC and GC.

3-3 Push Back Operations

a. While GC does not perform the functions of a Ramp Controller, common sense and good judgment must be applied to deconflict arriving and departing aircraft.
b. Aircraft pushing from Gates B11, C11, C12, and Cargo 9 & 10 always push onto Taxiway Alpha and require ATC authorization to do so.
c. Gates B9, B10, C9, and C10 have the potential to push onto Taxiway Alpha.

3-4 Multiple Runway Crossings

a. Reno Tahoe ATCT has authorization for multiple runway crossings in accordance with JO 7210.3. Any crossing point may be used between runways 17L/35R and 17R/35L except for taxiway N.

Section 4. Local Control

4-1 General Duties and Responsibilities

a. Ensure the safe and efficient movement, and separation of all aircraft operating on the active runways and in the airspace where services are provided by Reno Tahoe ATCT.
b. Reno Tahoe ATCT provides Class C services within the surface area (inner ring) shown in Attachment 2, at or below 6,000 feet.
    i. LC shall radar identify all VFR departures and hand them off to NCT.
    NOTE- *Reno ATCT does not advise aircraft of "radar contact."*
    ii. NCT shall initiate a hand off on all IFR/VFR arrivals to LC. LC need not accept the handoff before NCT transfers communications.
c. Call for release of Runway 26 departures from Nugget.
d. Sequence VFR aircraft that have been instructed to enter the pattern on a left or right downwind without disrupting the approach sequence. NCT sequences straight-in and base leg VFR arrivals.
e. LC has authority to issue instructions to join any active taxiway for aircraft exiting the runway.
f. Taxiway Jurisdiction
    i. GC has control over all taxiways except those between the parallel runways.
    ii. LC has control over all runways and taxiways between the parallel runways.

4-2 Runway Selection

a. Runway selection shall be in accordance with FAAO 7210.3, Chapter 10, and this SOP.
    i. Do not assign a runway with a tailwind greater than 10kts.
    ii. Calm wind configuration is RNOS.

4-3 Coordination

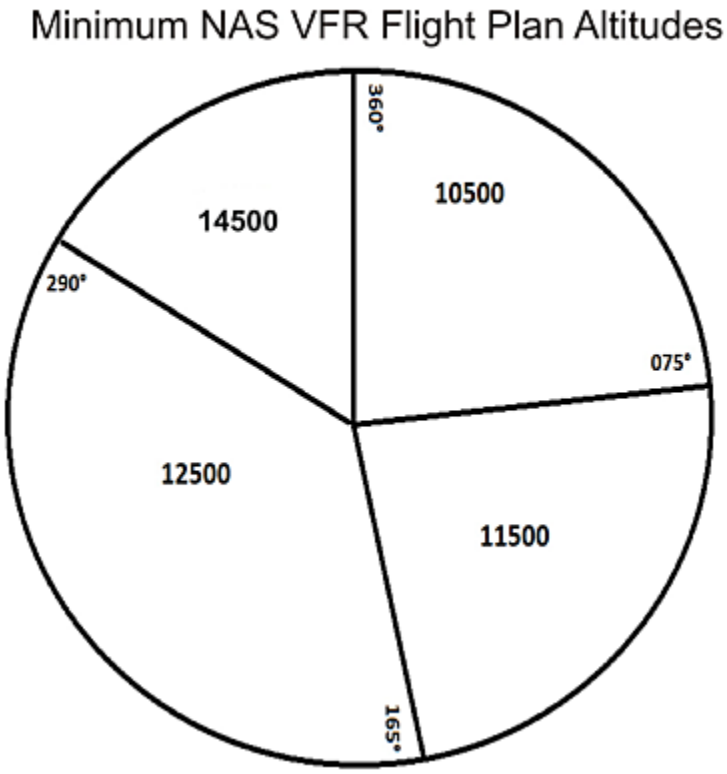
a. Coordinate with GC for arriving/departing helicopter operations.
b. LC must coordinate when using any runway other than the designated active runway.

4-4 Go-Around/ Missed Approach

a. Local Control is responsible for separation of arriving and departing IFR/VFR aircraft.
b. When there is a go-around or missed approach, the controller must issue instructions to establish separation.
c. Coordinate missed approaches with Silver in RNOS and Nugget in RNON.
d. Issue the following missed approach instructions to all unplanned missed approaches and visual approach go-arounds:

RUNWAY	HEADING	ALTITUDE
17L/17R	Published missed (Instrument Approach) RWY (Visual Approach)	10,000
35L/35R		
08/26	Coordinate with NCT	

Attachment 1. Minimum VFR Flight Following Flight Plan Altitudes



Attachment 2. Reno Class C Airspace