

***ZTL ARTCC***

**Chattanooga Lovell Field**

**Air Traffic Control Tower**

**Standard Operating Procedures**

**CHA 7110.65B**

**Effective: May 1, 2011**

**CHAPTER 1. GENERAL CONTROL**

**SECTION 1. EQUIPMENT**

**1-1-1. Callsign Usage and Frequency Delegation:**

The following callsigns and frequencies shall be used when working positions at TYS ATCT / TRACON.

<b>Callsign</b>	<b>Frequency</b>	<b>VOX Channel</b>
ATIS	119.850	KCHA_ATIS
Clearance Delivery	120.950	CHA-CD
Ground Control	121.700	CHA-GC
Local Control	118.300	CHA-LC
Approach / Departure	125.100	CHA-APP

**CHAPTER 2. CLEARANCE DELIVERY****SECTION 1. POSITION DUTIES AND RESPONSIBILITIES****2-1-1. RESPONSIBILITIES & PROCEDURES**

- a. CD shall provide IFR and VFR clearances, assign altitudes, issue transponder codes and update the ATIS.
- b. VFR turboprop, reciprocating engine and helicopters shall be assigned 3000, or if requesting lower, at or below 3000.
- c. VFR jets shall be assigned 5000, or if requesting lower, at or below the requested altitude, but not below the MVA.
- d. IFR aircraft shall be assigned 5000 or requested altitude if lower, but not below the MVA.
- e. Aircraft remaining in the local pattern at or below 2000 shall be assigned a beacon code of 0200.
- f. Assign all IFR aircraft the current CHA SID unless the pilot files "NO SIDS" or other similar remarks in the flight plan. If the pilot doesn't have the SID, departure instructions shall be incorporated into the clearance.
- g. All IFR aircraft shall be cleared as filed unless they file an invalid route.
- h. Issue departure frequencies as appropriate.

**CHAPTER 3. GROUND CONTROL****SECTION 1. POSITION DUTIES AND RESPONSIBILITIES****3-1-1. RESPONSIBILITIES**

Ground Control is delegated jurisdiction of the inactive runway. Ground Control has jurisdiction of all taxiways except those taxiways that connect the active runway with the parallel taxiway.

### 3-1-2. PROEDURES

- a. Verbally coordinate with Local Control for for:
  - 1) Aircraft requesting intersection departure
  - 2) Departure on other than the active runway,
  - 3) Runway crossings,
  - 4) Operations on an active runway. Advise when the operation is complete.
- b. Give way to all aircraft exiting the active runway so as not to impede it from clearing the runway.
- c. Ensure ALL aircraft have the current ATIS code BEFORE issuing taxi clearance.
- d. Advise aircraft requesting push back of traffic and advise the pilot that power back will be at pilot's discretion.

## CHAPTER 4. LOCAL CONTROL

### SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

#### 4-1-1. RESPONSIBILITIES

Local Control has jurisdiction over the active runway and the taxiways that connect the active runway with the parallel taxiway. This gives priority of movement to aircraft exiting the runway. Jurisdiction of the inactive runway is delegated to Ground Control for the movement of ground traffic unless otherwise coordinated.

#### 4-1-2. PROCEDURES

- a. Initiate control instructions so as to provide air traffic control services and appropriate separation between all known aircraft operating in Local Control airspace.
- b. The Local Controller shall determine which runways are to be designated as "Active Runways". When requesting a change to the active runway, Local Control shall:
  - 1) Be familiar with pertinent weather information including SIGMETs, PIREPs, observed weather areas, current/forecasted winds and low level wind shear.
  - 2) Consider airport surface conditions, traffic flows, and other special activities on or near the airport.
  - 3) Coordinate with TRACON and other tower positions to ensure smooth transition with minimal effect on existing traffic.

c. Automatic releases are authorized, only if Local pushes the flight strip to the TRACON at the time the take-off clearance is issued.

d. Release departure traffic into the departure airspace in accordance with the following:

1) IFR Departures and VFR Jet Departures: Runway 02 or 20: Assign runway heading and 5,000 feet (or lower altitude if appropriate).

2) VFR Prop Departures: Runway 02 or 20: Assign a heading which ensures the aircraft remains within the departure airspace. Maintain 3000 (at or below 3000, if requesting lower).

3) Runway 33: When Runway 02 is the active, VFR aircraft may be released on a heading that will place the aircraft within the Runway 02 departure airspace/. Maintain 3000 (at or below 3000 if requesting lower).

4) All other departures: Only as coordinated.

5) Ensure that aircraft remaining in the traffic pattern are retained within LC's airspace; if unable, ensure coordination has been effected and as needed obtain an arrival sequence from Radar.

6) Inform the appropriate sector when an aircraft makes an unplanned missed approach. Issue climb out instructions as received from Radar.

7) During simultaneous approaches and/or opposite direction operations, verbal coordination shall be completed prior to 10 flying miles from the landing runway. Approach control retains separation responsibility.

e. The Transfer of Control Point (TCP) with approach is 5NM around KCHA from the Surface to 2,000'.

## **CHAPTER 5. APPROACH / DEPARTURE**

### **SECTION 1. POSITION DUTIES AND RESPONSIBILITIES**

#### **5-1-1. RESPONSIBILITIES**

Radar Position.

a. Ensure separation in delegatged airspace

b. Initiate control instructions.

c. Ensure communications transfer for arrivals between 5 and 10 miles from the runway.

d.The Transfer of Control Point (TCP) to Local is 5NM around KCHA from the Surface to 2,000'.

### 5-1-2. POTENTIAL PROBLEM AREAS

a. DO NOT clear aircraft for VOR Runway 33 Approach via the arch from the west when on a Runway 20 operation.

### 5-1-3. COORDINATION

a. During simultaneous approaches and/or opposite direction operations, verbal coordination shall be completed prior to 10 flying miles from the landing runway. Approach control retains separation responsibility.

b. Coordinate with Local Control all climb out instructions for practice approaches making a planned low approach, touch and go or option shall be issued by TRACON as follows:

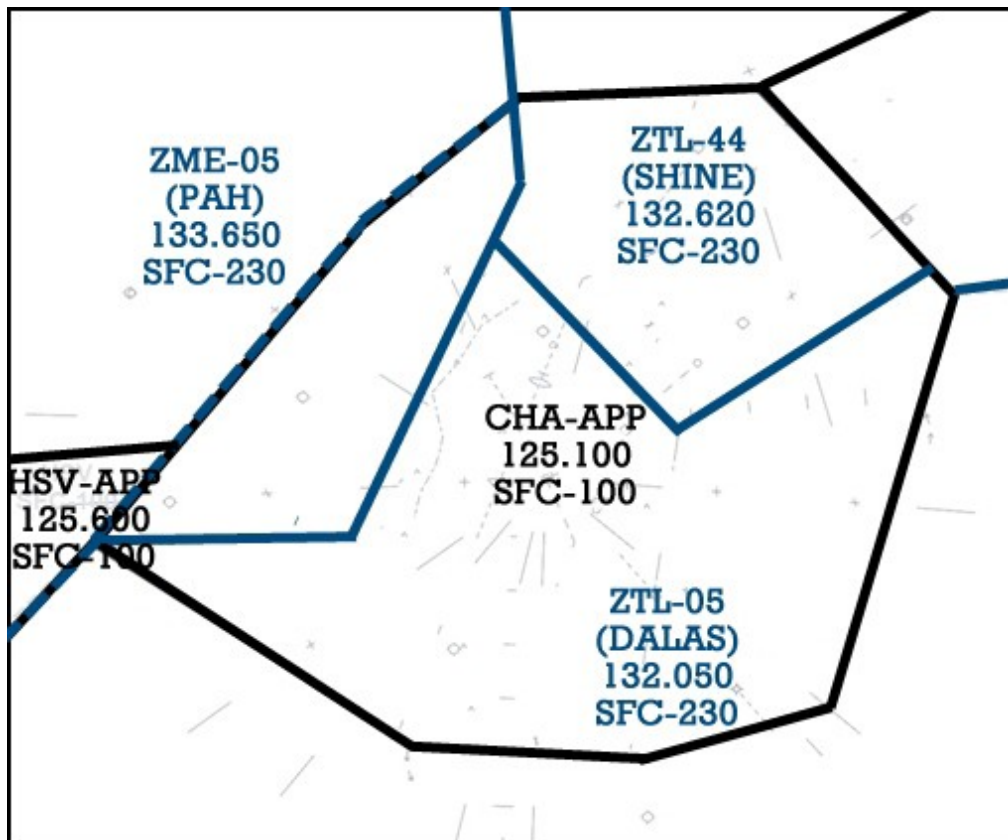
1) Runway 02/20 after low approach/touch-and-go/option:

(a) FLY RUNWAY HEADING, CLIMB AND MAINTAIN 3000, DEPARTURE FREQUENCY (frequency).

2) Runway 33 when Runway 02 is active :

(a) FLY RUNWAY HEADING, CLIMB AND MAINTAIN 4000, DEPARTURE FREQUENCY (frequency).

### APPENDIX A. TRACON AIRSPACE.



## **APPENDIX B. CHA/ZTL/ZME Letter Of Agreement.**

### **a. Arrivals.**

- 1) ARTCC shall clear arrivals operating at 11,000 feet or above to the destination airport to cross the GQO 25 DME at 11,000 feet.
- 2) ARTCC shall clear arrivals operating at 10,000 feet and below to the destination airport to cross the TCP at an altitude appropriate for direction of flight.
- 3) ATCT shall transition arrivals into terminal airspace prior to adjacent ARTCC or sector boundary.

### **b. Departures.**

- (1) ATCT shall clear aircraft requesting 11,000 feet or above to maintain 10,000 feet and expect requested altitude ten minutes after departure. Departures shall be cleared "on course".
- (2) Aircraft requesting 10,000 feet or below shall be cleared at an altitude appropriate for direction of flight. Departures shall be cleared "on course".
- (3) ATCT shall provide 5 NM lateral separation and/or 1,000 feet vertical separation, constant or increasing, for aircraft entering ARTCC airspace.

NOTE - The transfer of control point (TCP) is defined as the vertical and lateral limits of the airspace delegated to ATCT.

## APPENDIX C. Scratch Pad Procedures.

All aircraft inbound to CHA shall display the type approach and / or assigned runway / request in the scratchpad. Coordination is required if the scratch pad is left blank or opposite direction arrival information is included. If the approach will be completed to a runway in use, the runway number/designator is optional. Airports with parallel runways will use the last digit of the runway number followed by the L/C/R designator. ALL missed/low/option approaches SHALL be coordinated with the appropriate Local Controller.

Scratchpad Entry	Definition
<b>TYPE OF APPROACH</b>	
I (XX)	ILS Approach
V (XX)	Visual Approach
N (XX)	NDB Approach
R (XX)	VOR Approach
T (XX)	TACAN Approach
G (XX)	GPS/RNAV Approach
L (XX)	Localizer Approach
Z (XX)	VFR arrivals assigned a runway
TG	Aircraft requesting a Touch and Go
LA	Aircraft requesting Low Approach
SG	Aircraft requesting Stop and Go
PTN	Aircraft is requesting Pattern Work (closed traffic)
OPT	Aircraft requesting the Option
OVH	Aircraft requesting the Overhead Maneuver
VS	Aircraft is maintain visual separation / following the preceding aircraft.
VL	Aircraft is maintain visual separation with the closest aircraft on adjacent final to it's left.
VR	Aircraft is maintain visual separation with the closest aircraft on adjacent final to it's right.