

Norfolk Airport Air Traffic Control Tower

Standard Operating Procedures

- 1) **Purpose:** This order defines duties and responsibilities, depicts areas of airspace, runways, and taxiways allocated to each position and provides supplemental direction as necessary for each position of operation within the Norfolk Air Traffic Control Tower (ATCT).
- 2) **Disclaimer:** The information contained on all pages of this website is to be used for flight simulation purposes only on the VATSIM network. It is not intended nor should it be used for real world navigation. This site is not affiliated with the FAA, the actual ORF ATCT/TRACON or any governing aviation body. All content contained herein is approved only for use on the VATSIM network.
- 3) **Distribution:** This order is to be distributed to all ORF ATCT personnel.
- 4) **Positions:**

<u>Position</u>	<u>Abbreviation</u>	<u>Frequency</u>	<u>ARTS ID</u>	<u>Callsign</u>	<u>Relief Callsign</u>	<u>Voice Room</u>
Local Control	LC	120.800	6T	ORF_TWR	ORF_1_TWR	ORF_6T
Ground Control	GC	121.900	6G	ORF_GND	ORF_1_GND	ORF_6G
Clearance Delivery	CD	118.500	6C	ORF_DEL	ORF_1_DEL	ORF_6C

- 4) **Status Information:** Local control is the Tower Cab supervisor and is responsible for the accuracy of:
 1. Active runway(s)
 2. Runway closures
 3. Current ATIS and code
 4. Other items affecting ATC
- 5) **Change in Runway Direction of Operation Checklist:**
 1. Coordinate the first and last arrival/departure with ORF_APP.
 2. Upon notification by ORF_APP, ensure departures are stopped for sector reconfiguration.
 3. Ensure departures are held until ORF_APP releases them.
 4. Inform Ground Control of the new departure configuration and where to stage aircraft for departure.
 5. Ensure coordination is accomplished with all tower personnel.
 6. ORF_APP shall inform LC that the sector reconfiguration is complete and when departures are released.
 7. Ensure the ATIS has been updated and reflects the proper status.

Local Control (LC)
General Information and Procedures

1) General:

1. Local Control shall be responsible for separation between:
 1. Successive departures
 2. Departures and arrivals
 3. Departures and missed approaches/go-arounds
 4. Tower local traffic and overflights – from departures, arrival, and go-arounds
2. Local Control shall determine the active runways.
3. Local Control shall maintain the ATIS.

2) Active Runway Selection:

1. Runway 5/23 is the jet departure and arrival runway.
2. Runway 5 is the calm wind runway configuration, and shall be used when winds are less than 5 knots.

3) Forwarding Departure Information: Forward departure information and the departure sequence to ORF_DEP via the chat box or override unless requested otherwise.

1. Rolling Calls shall be made no sooner than when the aircraft commences departure roll and no later than the aircraft reaching the departure end of the runway.
2. Release Requests shall be made up to five (5) minutes prior to aircraft beginning their departure roll.
3. Rolling Calls and Release Requests shall include the following information:
 1. Call sign.
 2. Departure runway.
 3. IFR departure fix, initial route, or name of local airport/destination, and the term “VFR” if appropriate.
 4. Heading if non-standard or additional information/restrictions as needed/required.
 5. Ensure that aircraft taxied to non-designated departures runways have been coordinated accordingly with the appropriate positions.

4) Line Up and Wait (LUAW): TIPH procedures are authorized at ORF during daytime hours. Such operations are generally viewed as necessary to maintain airport efficiency. Use LUAW when it is expected the aircraft will depart after conflicting traffic is clear of the runway/intersection. Utilize good operating practices and memory aids as needed when using LUAW procedures.

1. The landing clearance need not be withheld if traffic is holding in position.
2. Withhold landing clearance when the ceiling is less than 800ft or visibility is less than 2 miles.
 1. Do not use LUAW for departures between successive arrivals.

- 5) **Departure Headings:** Predetermined departure headings are listed in Appendix 1. The headings listed shall be used at all times unless separation is required or when departure requests a different heading.
- 6) **Missed Approches / Go Arounds:** The Tower shall verbally inform the departure controller of a missed approach/go-around. Unless otherwise coordinated, issue the following instructions to missed approach/go-around aircraft for the corresponding runways:
 1. Runway 5 – Assign a heading from 030 thru 070 as necessary, climb to 4000 feet, and handoff to ORF_DEP.
 2. Runway 23 – Assign a heading from 210 through 250 as necessary, climb to 4000 feet, and handoff to ORF_DEP.
- 7) **Transfer of Communications:**
 1. Communications transfer should take place within 1 NM of the departure runway end. Transfer of control and communications occur simultaneously.
 2. LC must notify departure control of any take-off cancellations or aborts which occur after the Release Request or Rolling Call has been made.

Local Control (LCL)

- 1) **Responsibilities:**
 1. LC is the Tower Cab supervisor.
 2. LC shall have jurisdiction for the Tower airspace.
 3. LC is responsible for determining the active runways.
 4. LC is responsible for maintaining the ATIS.
- 2) **Position Information:**
 1. Frequency: 120.800
 2. Callsign: ORF_TWR
 3. ARTS ID: 6T
- 3) **Areas of Jurisdiction:** LC shall have jurisdiction for all of Tower's airspace.
- 4) **Helicopter Operations:** LC shall control helicopters landing/departing the airport. Give all overflight aircraft local altimeter and the instruction to ident. Once radar identified, state "Radar Contact". Once the helicopter departs tower's airspace, handoff the aircraft to the appropriate sector.

Ground Control (GC)
General Information and Procedures

- 1) **General:** GC shall be responsible for aircraft movement on taxiways and those runways designated as non-active.
- 2) **Helicopter Movements:** When advised of helicopter movement by LC to/from other than active runways, exchange pertinent traffic information and approve or disapprove the movement as appropriate.
- 3) **ATIS:** Ensure all departing aircraft have current ATIS code.
- 4) **General Aviation Parking:** Requests from general aviation aircraft for parking at air carrier gates shall be denied due to safety and security on the airport unless approved by airport operations. Those aircraft shall be directed to a fixed base operator (FBO) parking area.
 1. Landmark Aviation: Approach end of runway 5, runway 22
- 5) **Frequency Change to Tower:** LC shall decide whether departures shall **contact** or **monitor** tower's frequency. This must be coordinated with GC. The following are suggestions on when to use each method that provides the most efficiency.
 1. GC shall use "contact tower" once the departure is sequenced and holding short of the departure runway. This is recommended during periods when traffic is light. In most cases, the pilot will call the tower when they are ready for takeoff.
 2. GC shall use "monitor tower" once the departure is in line in the departure sequence. This is recommended during periods when traffic is heavy. In most cases, the departures are in line and on the tower frequency waiting for instructions. Tower will call the departure when instructions need to be given. This reduces LC's frequency congestion because pilots are not wasting frequency time checking in, rather waiting for somebody to call them.
- 6) **Position Information:**
 1. Frequency: 121.900
 2. Callsign: ORF_GND
 3. ARTS ID: 6G

Clearance Delivery (CD)

- 1) **Responsibilities:** CD shall issue ATC clearances to all departing aircraft.
- 2) **Position Information:**
 1. Frequency: 118.500
 2. Callsign: ORF_DEL
 3. ARTS ID: 6C
- 3) **IFR Departures:**
 1. Issue the KISSR standard instrument departure to all aircraft.
 2. Assign 4000 feet to all IFR departures as an initial altitude and an altitude to expect 10 minutes after departure. When an aircraft's clearance has been revised, restate the altitude to maintain and the altitude to expect 10 minutes after departure.
 3. Issue the appropriate departure frequency.
 4. Assign a beacon code.
 5. Do not amend flight plan routes unless the pilot can accept and fly the new routing.
- 4) **VFR Departures:**
 1. Issue a clearance to depart the Class Charlie airspace.
 2. Assign runway heading.
 3. Issue a VFR altitude below 4000 feet.
 4. Issue the appropriate departure frequency.
- 5) **Aircraft Clearances and Delays:** In the event aircraft will be delayed due to weather and/or traffic management initiatives, issue clearances to all aircraft regardless of the status of a particular route. After the clearance has been read back correctly, inform aircraft of the delays and to contact ground for an estimated departure time.

Appendix 1

<u>Runway</u>	<u>Departure Fix</u>	<u>Heading</u>
5	CCV, SCHOL, SWL, SBY	360-020
	HCM	330
	FAK, HPW, WAIKS, FKN	270
	SWOPE	180
23	CCV, SCHOL, SWL, SBY	340-360
	HCM	330
	FAK, HPW, WAIKS, FKN	270
	SWOPE	180