

ZTL ARTCC

Montgomery Regional

Air Traffic Control Tower

Standard Operating Procedures

MGM 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 MGM ATCT / TRACON.

Callsign	Frequency	VOX Channel
ATIS	120.670	MGM_ATIS
Clearance Delivery	118.300	MGM-CD
Ground Control	121.700	MGM-GC
Local Control	119.700	MGM-LC
Approach / Departure	124.000	MGM-APP

CHAPTER 2. CLEARANCE DELIVERY

SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

2-1-1. RESPONSIBILITIES & PROCEDURES

a. Process and forward flight plan information.

1) Enter flight information in the flight plan entry window for all IFR/VFR/TRSA/SVFR departures. Traffic remaining in LC airspace needs at minimum the type aircraft, arrival/departure airport and route of flight ie. PATTERN WORK.

b. Update ATIS broadcasts and verbally disseminate current ATIS code to all Tower positions and Radar position.

1) ATIS BROADCAST

“MONTGOMERY TOWER INFORMATION_____.(TIME ZULU). (WIND). (VISIBILITY). (PRESENT WEATHER-OBSTRUCTION TO VISIBILITY). (SKY CONDITION). (TEMPERATURE/DEWPOINT). (ALTIMETER). (RUNWAY____.) (APPROACH IN USE.) (INCLUDE TAXIWAY CLOSURES WHICH AFFECT THE ENTRANCE OR EXIT OF ACTIVE RUNWAYS, OTHER CLOSURES WHICH IMPACT AIRPORT OPERATIONS/OTHER APPROPRIATE NOTAM’s/AIRPORT INFORMATION/BIRD ACTIVITY/SIGMET’s/CWA’s/ETC.) IFR AND TRSA DEPARTURES CONTACT CLEARANCE DELIVERY ON 118.3. ADVISE ON INITIAL CONTACT THAT YOU HAVE INFORMATION _____.”

c. Issue clearance and ensure accuracy of pilot readback. Issue/relay IFR/Special VFR/TRSA/nonradar clearances and departure instructions as follows:

1) Beacon code .

2) Frequency:

3) Altitude:

- (a) IFR aircraft requesting 3,000 feet or below shall be assigned requested altitude as long as it meets MVA criteria.
- (b) IFR aircraft requesting above 3,000 feet shall be assigned 3,000 feet to expect the requested altitude ten (10) minutes after departure.
- (c) TRSA/Special VFR shall be assigned at or below 3,000.
- (d) Local IFR aircraft requesting multiple practice approaches at Montgomery shall be assigned 2,000 feet.

CHAPTER 3. GROUND CONTROL

SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

3-1-1. RESPONSIBILITIES

Ground Control shall:

- a. Initiate control instructions as to provide ATC services and appropriate separation between all known aircraft operating on movement area taxiways.
- b. Coordinate all helicopter movements after landing and/or taxi instructions for departure that may affect the LC operation with Local Control as necessary:
- c. When operationally advantageous during slow periods of traffic, coordinate with LC for the use of the runway most aligned with a departure's direction of flight.

CHAPTER 4. LOCAL CONTROL

SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

4-1-1. RESPONSIBILITIES

Local Control shall:

- a. Provide approved separation between all aircraft within Tower delegated airspace. This paragraph does not relieve the radar controller's responsibility to provide appropriate separation between successive radar arrivals.
- b. Utilize coordination procedures for arrivals with usages of scratch pads.
- c. All departures have automatic releases. LC MUST push the strip to APP/DEP when takeoff clearance is issued in order for automatic releases to be valid. Opposite direction departures DO NOT apply and controllers SHALL coordinate them.

d. Advise the appropriate radar sector via phraseology “NO TURNS” or “ASSIGNED HEADING” when a departing aircraft is not automatically released to the control of the radar controller.

e. Issue a heading to all departures. Issue headings to successive departures to ensure initial course divergence separation:

1) East Operation: Heading 080 through 150.

2) West Operation: Heading 210 through 300.

f. Coordinate with the appropriate radar position for release of all departures not automatically released (Opposite direction departures). The release is voided if the aircraft does not begin takeoff roll within 3 minutes. When a release is given for a formation flight, the phrase “Aircraft I.D., RELEASED” means, “FLY RUNWAY HEADING, MAINTAIN 3000”.

g. Control operations so as not to interfere with the approach sequence established by TRACON.

h. Coordinate all aircraft in the local traffic pattern that will enter MXF Class D Surface Area north of Dannelly Field with MXF Tower.

CHAPTER 5. APPROACH / DEPARTURE

SECTION 1. POSITION DUTIES AND RESPONSIBILITIES

5-1-1. RESPONSIBILITIES

Radar Position.

a. Ensure separation in delegated airspace.

b. Initiate control instructions.

c. Ensure communications transfer for arrivals between 7 and 10 miles from the runway.

d. Assume control of aircraft departing the MGM airport unless the specific restrictions are received from LC.

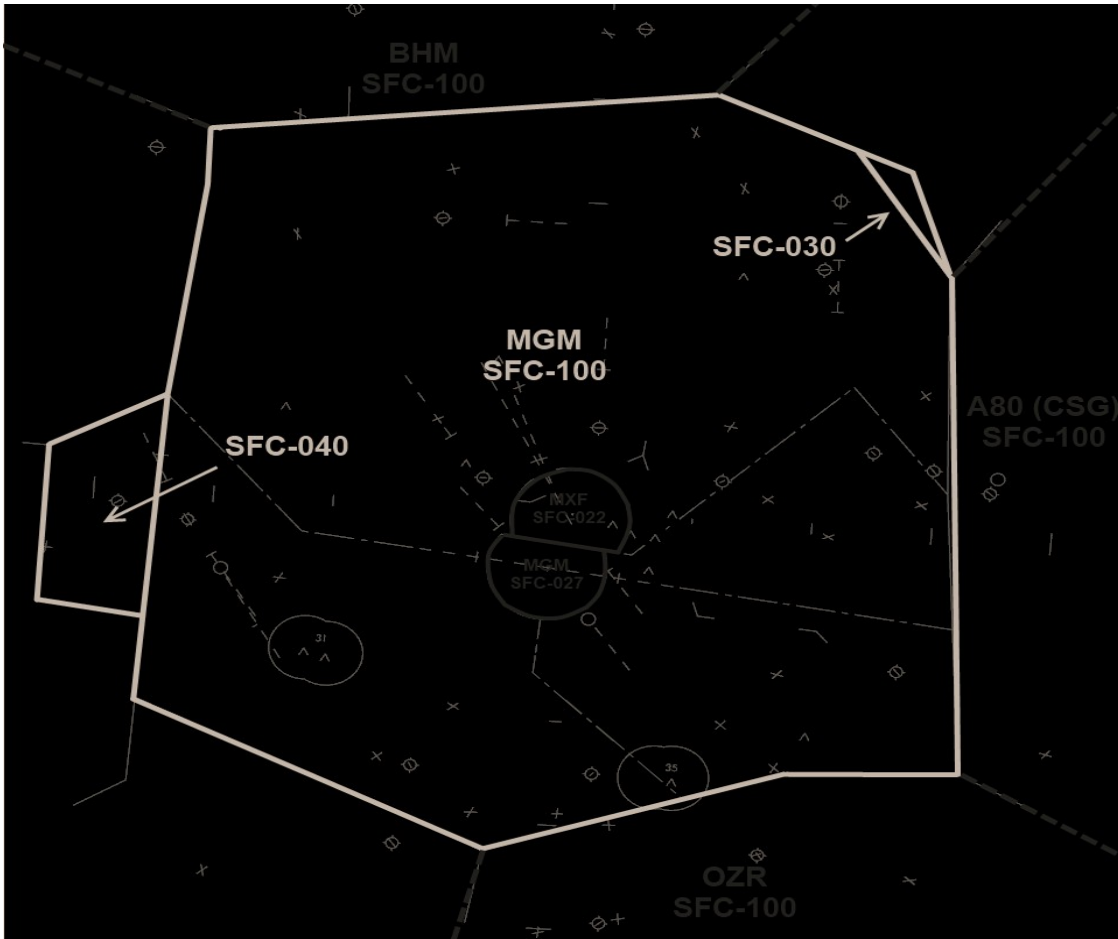
e. Assign climb out instructions to aircraft making multiple approaches at Dannelly or Maxwell. Advise the Tower of their instructions.

b. Aircraft conducting practice approaches shall, unless otherwise coordinated, execute the following missed approach:

1) Active Runway: “Fly runway heading, climb and maintain 2,000 feet.”

2) Aircraft conducting VOR-A approaches: “Turn left heading 210, climb and maintain 2,000 feet.”

APPENDIX A. TRACON/TOWER AIRSAPCE.



APPENDIX B. MGM/ZTL Letter Of Agreement.

a. Arrivals.

- 1) ARTCC shall clear arrivals operating at 11,000 feet or above to the destination airport to maintain 11,000 feet.
- 2) ARTCC shall clear arrivals operating at 10,000 feet and below to the destination airport to cross the Transfer Control Point (TCP), which is the airspace boundary, level at a requested altitude appropriate for direction of flight.
- 3) ATCT shall transition arrivals into terminal airspace as soon as possible after handoff and communications transfer

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. MGM/MXF Letter Of Agreement.

a. Arrivals.

1) Maxwell Tower shall:

- (a) Not assume control or interrupt the IFR final approach sequence.
- (b) Advise MGM of any unplanned IFR Missed Approaches / Go Arounds.

2) Montgomery Approach Control shall:

- (a) Ensure separation between successive IFR/SVFR arrivals.
- (b) Coordinate arrival information shall be accomplished prior to the aircraft reaching a point 10 miles from the airport.
 - (1) Notification shall consist of aircraft call sign, type of approach (if other than advertised on the ATIS), type landing/intentions, and specific climb-out instructions, if applicable.
- (c) Transfer communications of all inbound aircraft to Maxwell Tower at least 5 NM out.
- (d) Issue climb out instructions to aircraft requesting the option/ or unplanned missed approaches/ go arounds.

b. Departures

1) Maxwell Tower shall:

- (a) Request release for ALL IFR/SVFR departures.
- (b) Assign 2,000' for all IFR departures.
- (c) Clear all IFR departures "as filed".
- (d) VFR aircraft requesting radar service shall have type aircraft type, requested altitude and direction of flight in the route section.

2) Montgomery Approach Control shall not assume control of departure until aircraft exit the MXF Class D airspace

APPENDIX D. Scratch Pad Procedures.

All aircraft inbound to MGM 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
TYPE OF APPROACH	
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.