

**ORDER**

**ERI ATCT  
7110.10I**

# **ERIE ATCT STANDARD OPERATING PROCEDURES**



**August 1, 2014  
VATUSA CLEVELAND ARTCC  
VIRTUAL AIR TRAFFIC SIMULATION NETWORK**



**VIRTUAL AIR TRAFFIC SIMULATE NETWORK  
UNITED STATES DIVISION  
ERIE TOWER  
NORTHEASTERN REGION**

**ERI ATCT  
7110.6G**

**SUBJ:** Erie Tower Standard Operating Procedures

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This order prescribes standard operating procedures for use by Air Traffic Control Specialists at Erie Tower and TRACON on the VATSIM network. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered herein.

It is emphasized that information continued herein is designed and specifically for use in the virtual controlling environment. It is not applicable, nor should be referenced for live operations in the National Airspace System (NAS). The procedures continued within this order document how the positions are to be operated and, in conjunction with FAA Order 7100.10, 7100.65, and 7210.3, will be the basis for performance evaluations, training, and certification.

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Mike Scott  
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### Order Record of Changes

Change	Description	Effective Date	Issued By

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## **CHAPTER 1. ADMINISTRATIVE**

### **SECTION 1. INTRODUCTION**

#### **1.1 PURPOSE.**

This order, in accordance with and supplementary to FAA Order 7110.65, establishes the procedures that are to be used for operating the positions within the Erie ATCT and TRACON. The procedures contained within this order document how the positions are to be operated in conjunction with FAA Orders regarding evaluation, training, and certification. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities.

#### **1.2 DISTRIBUTION.**

This order is distributed to ERI ATC personnel.

#### **1.3 CANCELLATION.**

All previous ERI Standard Operating Procedures is hereby cancelled.

#### **1.4 EXPLANATION OF CHANGES.**

The significant changes to this order are identified in the Explanation of Changes page(s).

#### **1.5 EFFECTIVE DATE.**

This order is effective August 1, 2014.

#### **1.6 SOFTWARE UTILIZATION**

ZOB has standardized on the Virtual Radar Client (VRC) as its operating software of choice. Any reference to software in this and other Facility Orders are written with VRC in mind. Controllers utilizing alternative VATSIM radar clients shall consult with ZOB Facility Engineer regarding the applicability of software settings to their client of choice.

## CHAPTER 2. GENERAL

### SECTION 1. FACILITY

#### 2.1 EQUIPMENT

All equipment used in providing controlling services must be approved VATSIM software or approved ARTCC equipment.

- 2.1.1 Primary controlling equipment is the Virtual Radar Client (VRC).
- 2.1.2 Supplemental equipment may be used as needed, including the Information Display System (IDS) and the Traffic Management Unit (TMU) Display
- 2.1.3 Primary Air-to-Ground communications shall be through VRC. Inter-Facility communication shall be through VRC via voice or text. Intra-Facility communication shall be through the ZOB TeamSpeak Communication System, VRC Intercom, or VRC text.
- 2.1.4 Other online resources should be used for determining appropriate flight routes or other data the controller may need for providing services.

#### 2.2 OPERATIONAL POSITIONS AND ASSOCIATED FREQUENCIES

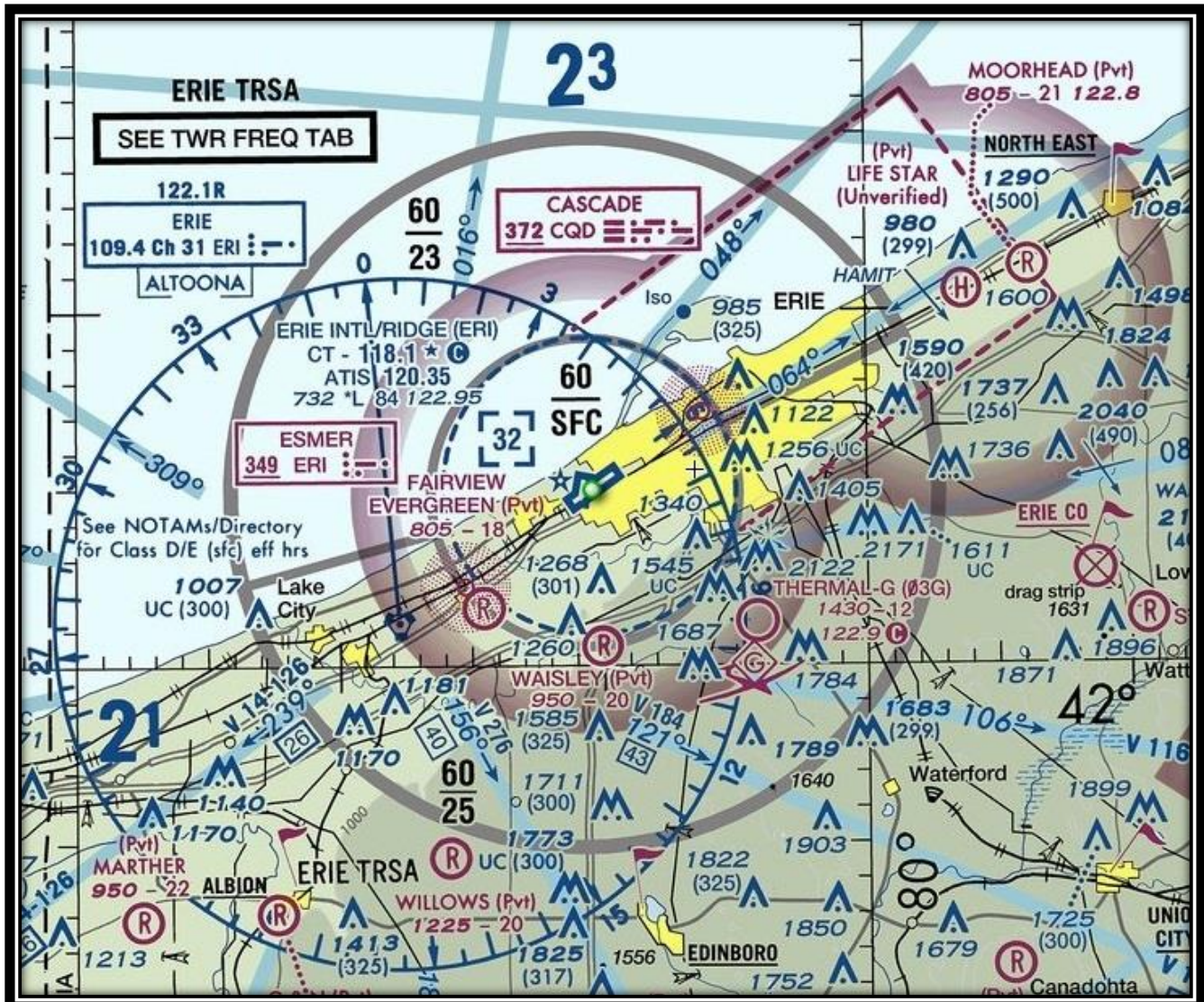
All controllers shall adhere to the following standard when signing on in an ERI position:

Position	ID	TAG	Frequency	Callsign	Relief Callsign	Voice Room
<b>Erie International Airport (ERI)</b>						
<b>Local</b>	<b>1T</b>	<b>T</b>	<b>118.100</b>	<b>ERI_TWR</b>	<b>ERI_1_TWR</b>	<b>ERI_118.10</b>
Ground	1G	--	121.900	ERI_GND	ERI_1_GND	ERI_121.90
Clearance Delivery	1C	--	126.800	ERI_DEL	ERI_1_DEL	ERI_126.80
ATIS	--	--	120.350	KERI_ATIS	--	KERI_ATIS
<b>Erie TRACON (ERI)</b>						
<b>West Approach</b>	<b>1W</b>	<b>W</b>	<b>121.000</b>	<b>ERI_F_APP</b>	<b>ERI_F1_APP</b>	<b>ERI_121.00</b>
East Approach	1E	E	126.050	ERI_E_APP	ERI_E1_APP	ERI_126.05
<b>Note:</b> Bold positions are primary and must be opened first.						



## 2.3 ERI CLASS D AND TRSA MAP

The following illustrates the ERI CLASS D and TRSA airspace as depicted on a VFR Sectional.



- 2.3.1 Inter ring of the ERI TRSA airspace extends upwards from the surface to and including 6,000 within a 5-mile radius.
- 2.3.2 The outer ring of the ERI TRSA airspace extends upwards from 2,300 to and including 6,000 within a 10-mile radius from 265 degrees clockwise to 065 degrees, and. upwards from 2,500 to and including 6,000 within a 10-mile radius from 065 degrees clockwise to 265 degrees.

## 2.4 TRANSFER OF COMMUNICATIONS

- 2.4.1 Transfer of communications to ERI Tower for aircraft executing an instrument approach must be not later than (NLT) the Final Approach Fix (FAF).



2.4.2 Transfer of communications to ERI Tower for aircraft executing a Visual Approach (VA) must be at least 5 Nautical Miles (NM) and no greater than 10 NM from the threshold of the landing runway. Aircraft should be transferred in order of landing.

## **2.5 TRANSFER OF POSITION RESPONSIBILITY**

All personnel shall use the ZOB position relief checklist when transferring any position to another controller.

## CHAPTER 3. TOWER CAB POSITIONS

### SECTION 1. CLEARANCE DELIVERY

#### 3.1 ISSUE CLEARANCES TO VFR/IFR AIRCRAFT

- 3.1.1 Clearance Delivery controller should review all flight plan information for accuracy.
- 3.1.2 When flight plan/VFR departure information is received:
  - a. Determine the type clearance required.
  - b. Ensure all items are received and recorded.
- 3.1.3 Provide the pilot with a valid clearance.

#### 3.2 FLIGHT STRIPS

- 3.2.1 Clearance may use flight strip annotations for personal reminders only. These should be removed prior to “pushing” the flight strip to other controllers.
- 3.2.2 After you have completed issuing the clearance, “push” the flight strip to the ground controller, or tower controller if ground is offline.

#### 3.3 BEACON CODE ASSIGNMENTS

##### 3.3.1 Erie Tower Beacon Code Allocation Blocks

Code Block	Usage
0301-0350	Local IFR Codes
1201-1277	Local VFR Codes

#### 3.4 DEPARTURES

- 3.4.1 IFR Departure Initial Climb Assignment
  - a. All IFR departures will be assigned an initial climb of 4,000 whereas higher may be expected in 10 minutes after departure. Departing aircraft filing less than 4,000 as a cruise altitude may expect an initial climb to their filed cruise altitude.
- 3.4.2 VFR DEPARTURES
  - a. All VFR outbound aircraft are to be assigned a departure frequency based on direction of flight, beacon code, and may expect at or below 4,000, regardless of altitude filed, the aircraft may expect higher following handoff to Erie TRACON.
  - b. VFR aircraft requesting to remain in the pattern will be assigned a discreet squawk code; no altitude needs to be specified for this request.

#### 3.5 SPECIAL VFR REQUEST

- 3.5.1 Issue clearance when departing the Class D airspace when requested by the pilot as follows:

- a. Determine direction of flight.
- b. Phraseology shall be "Cleared out of Class Delta Surface Area (direction) of Erie Airport, maintain special V-F-R conditions at or below 4,000."

## SECTION 2. GROUND CONTROL

### 3.6 ENSURE SEPARATION

Do not allow aircraft to proceed on to a runway without transfer of control or approval by the Local Controller.

### 3.7 PLAN GROUND MOVEMENTS

- 3.7.1 Develop and implement a plan that will ensure a safe and orderly flow of traffic the following:
- a. Projected traffic flow.
  - b. Aircraft requests.
  - c. Taxi routes available.
  - d. Runways in use.
  - e. ESP, EDCT, and other flow restrictions.
  - f. Weather.
  - g. Construction and closed taxiways (as simulated).

### 3.8 CONFIRM POSITION

When an aircraft calls for taxi or requests movement in your jurisdiction, verify the position by using the radar scope or by visually identifying the aircraft if using Virtual Tower.

### 3.9 RUNWAY CROSSINGS

- 3.9.1 Coordinate with the Local Controller when an aircraft is requesting to cross an active runway by stating their position and request.
- 3.9.2 Report completion of the requested operation in a timely manner.

### 3.10 INTERSECTION DEPARTURES

- 3.10.1 Ground control shall coordinate all intersection departures with the Local Controller.
- 3.10.2 Ground control is responsible for issuing distances remaining from intersections for aircraft assigned an intersection

### 3.11 FLIGHT STRIPS

- 3.11.1 Ground may use flight strip annotations for personal reminders only. These should be removed prior to “pushing” the flight strip to other controllers.
- 3.11.2 After providing the pilot with a taxi instructions and ensuring the pilot is nearing the appropriate runway end, “push” the flight strip to Local Control.

## SECTION 3. LOCAL CONTROL

### 3.12 GENERAL INFORMATION

- 3.12.1 Monitor and operate communications equipment on frequency 118.100.
- 3.12.2 Local Control is responsible for all aircraft crossing the runway. After crossing, aircraft shall be instructed to contact Ground Control on frequency 121.900.
- 3.12.3 Local Control is delegated the authority to require hand-offs, when data is transferred from the TRACON to the Tower, when the Quick Look function is not operationally advantageous or when safety may be compromised.

### 3.13 RESPONSIBILITIES

- 3.13.1 Local control, within delegated airspace, is authorized the control responsibility for:
  - a. Separation between successive departures.
  - b. Separation between successive arrivals.
  - c. Separation between arrivals and departures.
  - d. Separation between missed approach/go-arounds and arrivals/departures.
  - e. Separation between SVFR/VFR/IFR overflights and arrivals.
  - f. Separation between SVFR/VFR/IFR overflights and departures.
  - g. Issuance of initial headings.
  - h. Issuance of visual approach clearances.
  - i. Visual separation.

### 3.14 RUNWAY CROSSINGS

- 3.14.1 All runway crossing requests and instructions shall be coordinated either verbally or through the text box.
- 3.14.2 For authorization to cross an active runway, state the word "CROSS" followed by the runway designator and the intersection/point of crossing.

### 3.15 UTILIZING A RUNWAY NOT DESIGNATED AS ACTIVE

Coordinate with all Ground Controllers prior to landing/departing on a runway not designated as active.

### 3.16 COORDINATION FOR DEPARTURE RELEASES

- 3.16.1 Automatic releases shall be standard practice at ERI unless ERI TRACON requests otherwise.
- 3.16.2 Request a release with the releasing controller using TeamSpeak, VRC Intercom, or VRC text and include the following:
  - a. Initial routing (initial fix or VFR heading)
  - b. Type aircraft
  - c. How soon you can depart

- d. Phraseology: *“Erie Local, request release Jamestown, B737, runway heading.” “B737 released”.*
- e. The released controller shall issue the appropriate departure heading “off the ground” or as coordinated.

3.16.3 Approve or disapprove a departure release as traffic permits.

#### 3.16.4 Release Definitions

- f. Departure Roll: The released or affected aircraft is on the runway, has been issued takeoff clearance, and has commenced takeoff roll.
- g. Rolling Call: The notification via “pushing” the flight strip that the released aircraft has begun departure roll.
- h. Releasing Controller: The controller who has been delegated the departure airspace needed by the other controller.
- i. Released Controller: The controller who has received a release to enter the delegated departure airspace.

### 3.17 FLIGHT STRIP

3.17.1 Local Control may use flight strip annotations for personal reminders only. These should be removed prior to “pushing” the flight strip to other controllers.

3.17.2 Local Control shall “push” the flight strip to the Departure or Center controller as the aircraft begins the takeoff roll.

3.17.3 Local control shall handoff communications as soon as practicable.

### 3.18 DEPARTURE INSTRUCTIONS

3.18.1 Local Control shall:

- a. Provide initial departure separation by assigning appropriate headings to all aircraft.
- b. After coordination with the departure controller, adjust headings as appropriate to achieve the proper track or required separation.
- c. Verbally coordinate non-standard headings and enter the heading via the scratch pad.

### 3.19 TAKEOFF CLEARANCE

All departing aircraft, IFR or VFR, are to maintain runway heading unless an assigned departure heading or direction has been coordinated with TRACON. If other than runway heading is assigned, Local Control shall make a Scratchpad entry indicating the assign departure heading prior to “pushing” the Flight Strip to the Departure or Center controller.

### 3.20 ARRIVAL INSTRUCTIONS

3.20.1 Local Control shall perform the following procedures prior to assuming control of approach sequenced arrival aircraft:

- a. When transfer of communications is completed, LC shall confirm the radar identification of each arrival by position correlation.
- b. Scan scratch pad information to correlate the type approach and runway assignment for each arrival.
- c. Ensure arrival aircraft have full data blocks displayed.

3.20.2 Local Control assumes control of arriving aircraft sequenced by approach control:

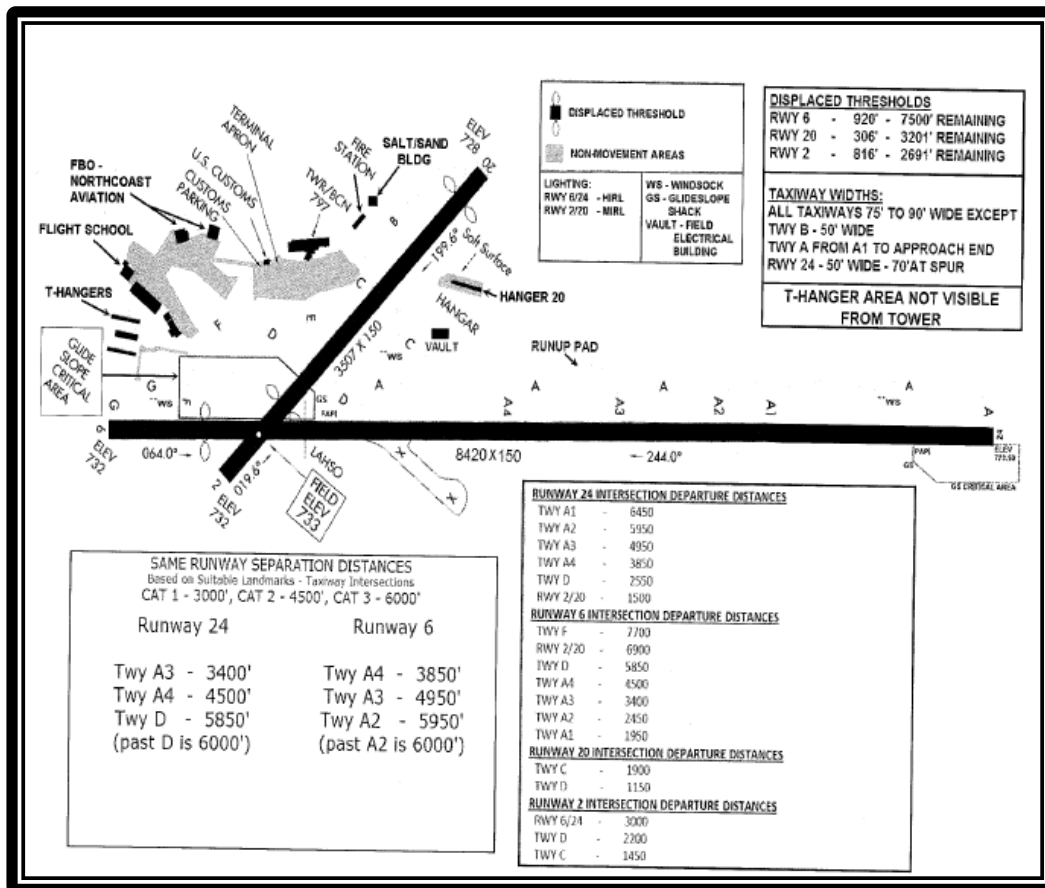
- a. ILS approaches – at the final approach fix (FAF)
- b. Visual Approaches – from the final approach fix (FAF).

**3.21 GO AROUNDS AND MISSED APPROACHED**

Local control shall advise the radar sector which will provide radar services to the aircraft. Local control may climb the missed approach or go-around up to 3,200 on runway heading.

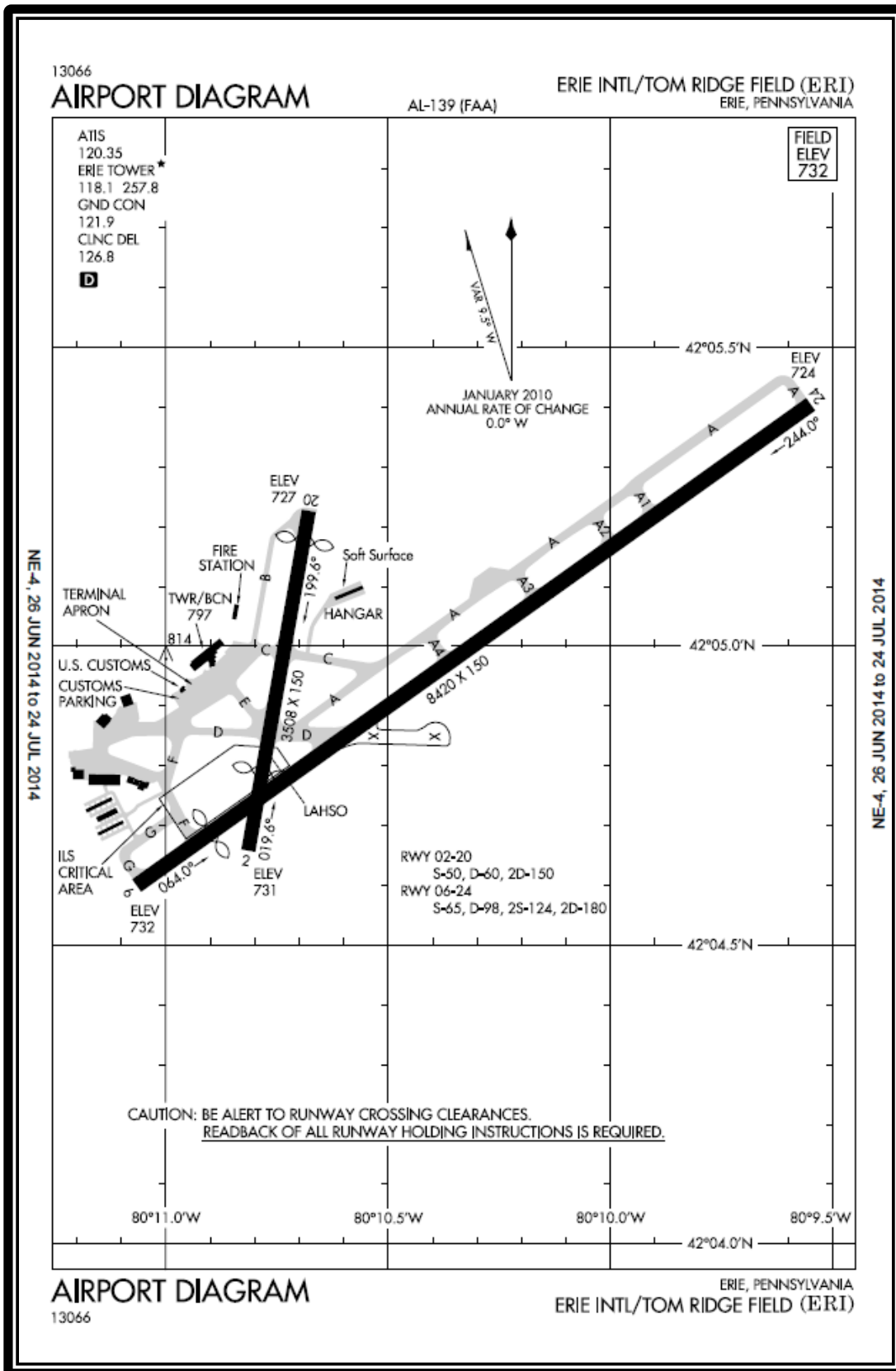
**3.22 INTERSECTION DEPARTURES**

Intersection departures may be initiated by a controller or a controller may authorize an intersection departure if a pilot requests. Issue the measured distance from the intersection to the runway end rounded down to the nearest 50 feet to any pilot who requests and to all military aircraft. Usable length of runway remaining is depicted below:





### 3.23 AIRPORT DIAGRAM



## CHAPTER 4. APPROACH CONTROL

### SECTION 1. GENERAL

#### 4.1 GENERAL DETAILS

- 4.1.1 The Erie TRACON serves arrival and departure operations in and out of ERI and its satellite fields.
- a. Controllers staffing Approach positions in the ERI TRACON shall meet the requirements set forth in the VATSIM Global Ratings Policy.
  - b. ERI TRACON owns all the airspace within the boundary defined on the video map/sector file up to and including 10,000 ft. This does not include the airspace around any active Towers.
  - c. If no ERI TRACON position is staffed, ZOB Enroute controllers, if online, shall assume responsibility for airspace within the ERI TRACON. If two or more ZOB Enroute controllers are online, coordination between them shall determine responsibility for ERI TRACON airspace.

#### 4.2 BEACON CODE ASSIGNMENT

Class D departures, arrivals and overflights will be assigned FAA real-world codes as followed:

Code Block	Usage
0301-0350	IFR Codes
1201-1277	VFR Codes

#### 4.3 RADAR SECTORS

- 4.3.1 Arrival East has jurisdiction over north and east of the dotted line beginning at N42-25-30 W80-54-00 and ending at N41-41-30 W79-44-30.
- a. Coordinate all approaches to 8G2 with Arrival West.
  - b. When holding aircraft at JHW or TDT, advise ZOB controller of the highest altitude in use at the holding fix and average time between approaches.
- 4.3.2 Arrival West has jurisdiction over south and west of the dotted line beginning at N42-25-30 W80-54-00 and ending at N41-41-30 W79-44-30.
- a. Coordinate with Local any aircraft which will pass within 1 ½ miles laterally or less than 1,800 feet over the Class D airspace.
  - b. Coordinate with ZOB controller for any HZY VOR RWY 9 approaches.
  - c. Transfer communications to Local for visual approaches and TRSA arrivals at least 5 NM from the landing runway but no further than 10 NM from the airport.

### 4.4 HANDOFFS

4.4.1 All handoffs to ERI\_APP shall commence at or before the transfer-of-control point (TCP). Deviations may include verbal and/or written coordination or letter of agreement.

- a. ZOB Center will handoff all arrivals at 11,000 with exception to aircraft that are filed for lower.
- b. Radar handoffs and transfer of communications on aircraft at 11,000 or above must be effected at or prior to 25 NM from the airport. All other aircraft must be handoff prior to Tower airspace.
- c. No radar handoffs shall not be initiated to Local Control. ERI Approach should drop the radar tag and instruct pilot to contact tower on the appropriate frequency prior to entering Local Control airspace or at the FAF.

### 4.5 AIRSPACE JURISDICTION

Erie Approach Control Airspace and Areas of Jurisdiction is depicted below:

