

**ORDER**

**CAK 7110.65A**

# **Akron-Canton ATCT Standard Operating Procedures**



July 1, 2023

**VATSIM Cleveland ARTCC  
United States Division**

**FOR VATSIM SIMULATION USE ONLY**

**VIRTUAL AIR TRAFFIC SIMULATION NETWORK  
UNITED STATES DIVISION**

**AKRON-CANTON ATCT  
NORTHEASTERN REGION**

**SUBJ:** Akron-Canton ATCT Standard Operating Procedures

---

This order prescribes standard operating procedures for use by Air Traffic Control Specialists in the Cleveland ARTCC on the VATSIM network **only**; use on the POSCON network is **prohibited**. 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 the information contained herein is designed specifically for use in the virtual control environment. It is neither 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 Orders 7100.10, 7100.65, and 7210.3, will be the basis for performance evaluations, training, and certification.

**NOT FOR REAL-WORLD USE**

Mike Scott  
Air Traffic Manager  
VATSIM Cleveland ARTCC

Noah Consolati  
Deputy Air Traffic Manager  
VATSIM Cleveland ARTCC

### Record of Changes

Change #	Effective Date			Operating Initials
	M	D	Y	
A	7	1	2023	NC

# Explanation of Changes

**REVISION A.**

Initial writing

## Table of Contents

<b>Record of Changes</b>	<b>3</b>
<b>Explanation of Changes</b>	<b>4</b>
<b>Chapter 1. Administrative</b>	<b>6</b>
1-1. Purpose	6
1-2. Distribution	6
1-3. Cancellation	6
1-4. Explanation of Changes	6
1-5. Effective Date	6
1-6. Software Utilization	6
<b>Chapter 2. General</b>	<b>7</b>
2-1. Operational Positions and Associated Frequencies	7
2-2. Runway/Flow Procedures	7
2-3. General Procedures	7
<b>Chapter 3. Clearance Delivery</b>	<b>8</b>
Duties and Responsibilities	8
3-1. Flight Data/Clearance Delivery	8
3-2. Prepare ATIS	8
3-3. Issue Clearances	8
<b>Chapter 4. Ground Control</b>	<b>9</b>
Duties and Responsibilities	9
4-1. General	9
4-2. Intra-Facility Coordination	9
4-3. Taxiway Routes and Restrictions	9
<b>Chapter 5. Local Control</b>	<b>10</b>
Duties and Responsibilities	10
5-1. General	10
5-2. Departures	10
5-3. Arrivals	10
<b>Appendices</b>	<b>11</b>
Appendix 1: Intersection Departure Distances	11

## Chapter 1. Administrative

### 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 Akron-Canton ATCT. 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 CAK ATCT personnel.

### 1-3. Cancellation

Minor Fields SOP Chapter 7 dated August 2, 2022 is hereby canceled.

### 1-4. Explanation of Changes

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

### 1-5. Effective Date

This order is effective July 1, 2023.

### 1-6. Software Utilization

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

## Chapter 2. General

### 2-1. Operational Positions and Associated Frequencies

All controllers shall adhere to the following standard when signing on a CAK ATCT position.

Callsign	Position	Radio Name	ID	Frequency
CAK_DEL	Delivery	Akron Canton Delivery	CD	132.050
CAK_GND	Ground	Akron Canton Ground	GC	121.700
CAK_TWR	Local	Akron Canton Tower	LC	134.750

### 2-2. Runway/Flow Procedures

- a. CAK CIC (Combined with the local control position unless otherwise advised) is responsible for:
  - i. Determining the active runway and the coordination of all opening/closing and/or changes to the active runway(s) with CLE TRACON.
  - ii. Reviewing and ensuring solicitation and distribution of PIREPs and pertinent hazardous weather that may affect aircraft safety.

### 2-3. General Procedures

- a. CAK shall advertise a single departure runway in the ATIS
- b. CAK surface area of responsibility is defined as a 5 NM radius around CAK from surface up to and including 3000ft MSL. CAK surface area will include VFR sequencing/pattern work within the area.
  - i. CAK is authorized to provide visual separation within the surface area of responsibility between arriving and departing aircraft.
- c. VFR helicopters initiating contact with CAK for the purpose of landing or overflying may be provided advisories and sequencing by CAK within the CAK Surface Area of Responsibility. CAK will have control of the helicopter on contact, but it must not affect the arrival sequence.
- d. CLE authorizes SVFR operations within the CAK surface area of responsibility.
- e. CLE authorizes CAK to utilize a certified TDW that may be utilized to provide radar service as deemed necessary, IAW FAAO 7110.65 3-1-9.b. Additionally, LC shall issue radar traffic advisories IAW FAAO 7110.65 2-1-21.a.
- f. CLE will ensure aircraft participating in Land and Hold Short Operations (LAHSO) are IAW current LAHSO directives.

## Chapter 3. Clearance Delivery

### *Duties and Responsibilities*

#### 3-1. Flight Data/Clearance Delivery

- a. CD must coordinate any route/altitude not in compliance with LOA routing.
- b. Receive and disseminate weather information.
- c. Prepare ATIS.
- d. Process miscellaneous flight data information.
- e. Accept requests for filing IFR flight plans.
- f. Process and distribute flight plan information.
- g. Issue clearance instructions.
- h. Monitor and operate communications equipment on frequency: VHF - 132.05.

#### 3-2. Prepare ATIS

- a. Prepare the ATIS broadcast in accordance with JO 7110.65.
- b. Use ATIS phonetic alphabet codes:
  - i. A – Z for ATIS.
- c. Other optional information as local conditions dictate.
- d. Subscribe to the ATIS in the controlling client.

#### 3-3. Issue Clearances

- a. When approach airspace is split, CD will issue 118.6 for aircraft entering S sector airspace and 125.5 for aircraft entering E sector airspace, as depicted in CLE 7110.65N.
- b. CD must issue the following as part of a clearance:
  - i. Maintain 3000 and to expect requested altitude 10 minutes after departure.
  - ii. VFR aircraft will be issued requested altitude except:
    1. Requests at or below 3000 will be issued:
      - a. "Maintain at or below 3000".
    2. Requests higher than 3000 will be issued:
      - a. "Maintain 3000, expect higher with departure".



## Chapter 4. Ground Control

### *Duties and Responsibilities*

#### 4-1. General

- a. GC is responsible for all movement areas on the airport except the runways, the northwest helipad, and the portion of the National Guard Taxiway designated as a movement area.
- b. GC must monitor and use frequencies 121.7
- c. GC may be authorized to assume the responsibilities of the non-advertised inactive runway by Local (this is a required item in the pre-position controller briefing)
- d. GC will use the intersection departure distances in FIG. 4-1 for any aircraft that requests/or is willing to perform an intersection departure and shall be advised prior to taxi.

#### 4-2. Intra-Facility Coordination

- a. Operational requests:
  - i. Prior to coordination, scan for traffic to ensure a request can be approved.
  - ii. Coordinate with the LC when an aircraft/vehicle is requesting to cross an active runway by stating the request and position; for example, "CROSS RUNWAY (number) AT (position)". Report completion of the runway crossing to the appropriate LC in a timely manner.
  - iii. Coordinate all intersection departures with LC.

#### 4-3. Taxiway Routes and Restrictions

- a. GC must protect the intersection of taxiways C and E for all aircraft that may use these movement areas to exit active runways.
- b. GC may issue multiple runway crossing clearances in a single clearance for aircraft operating on Taxiway Kilo.

## Chapter 5. Local Control

### *Duties and Responsibilities*

#### 5-1. General

- a. Separate:
  - i. Aircraft within the lateral and vertical limits of CAK delegated airspace. (ref. 2-1-3 b.)
  - ii. Operations are conducted on active runways.
- b. LC will have control of all runways, the northwest helipad, and the portion of the National Guard Taxiway that is designated a movement area.
- c. A controller may utilize the TDW IAW FAA Order 7110.65 paragraph 3-1-9, Use of Tower Radar Displays. TDW altitude filter limits must be set as a minimum from surface to 4000 ft MSL and quick look the CLE sector working the airspace.
- d. LC must monitor and use the frequency 134.75.
- e. LC will provide visual separation between aircraft when applicable.

#### 5-2. Departures

- a. General:
  - i. CAK shall issue "runway heading" and 3000 ft to all departures, unless otherwise coordinated.
  - ii. CAK delegates to CLE control for turns on departing aircraft.
- b. IFR Release Procedure:
  - i. CLE TRACON automatically releases all departures to CAK except for aircraft departing a non-advertised departure runway or on a diverging departure heading.
    1. Verbally request IFR release for aircraft departing the non-advertised departure runway and/or on diverging departure headings to the overlying controller.

#### 5-3. Arrivals

- a. Practice approaches:
  - i. LC must advise CLE TRACON of any practice approaches requesting a full-stop taxi-back. LC must coordinate a "rolling call" with CLE TRACON.
- b. Missed approaches:
  - i. LC must immediately climb the aircraft to 3,000ft MSL and instruct the aircraft to fly "Runway Heading" unless another heading is required due to traffic.
  - ii. LC must coordinate any unplanned missed approach with CLE TRACON.
    1. Include aircraft callsign and heading issued if other than runway heading.
    2. Transfer radar identification if necessary.

# Appendices

## Appendix 1: Intersection Departure Distances

