Jacksonville ARTCC

SFB ATCT
Standard Operating Procedures

Document Number	ZJX-13
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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Sanford Air Traffic Control Tower (SFB ATCT) and TRACON. The procedures described herein are supplemental to the Jacksonville ARTCC Facility Operating Guidelines and FAA Order JO 7110.65, as well as any published FAA guidelines or procedures.

Distribution

This order is distributed to all Jacksonville ARTCC personnel.

Responsibility

The Air Traffic Manager or their designee shall be responsible for the maintenance of this document and any policies that deviate from it.

Procedural Deviations

Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. A situation may arise that is not adequately covered herein; in such an event use good judgment to effectively resolve the problem.

Updates and Changes

The Air Traffic Manager or their designee may post interim changes to this document in the form of notices via the ZJX website. Controllers are requested to check for any notices prior to controlling for changes in procedures.

Cancellation

This document cancels any relevant procedures or agreements previous to this one, beginning on the date of effectiveness of this document.

TABLE OF REVISIONS

DATE	REVISION	EDITOR/VERSION
07/01/2020	Initial Release	Brin Brody/ ZJX-13.A

TABLE OF CONTENTS

DOCUMENT INFORMATION **2**
Purpose 2
Distribution 2
Responsibility 2
Procedural Deviations 2
Updates and Changes 2
Cancellation 2
TABLE OF REVISIONS **3**
TABLE OF CONTENTS **4**
CHAPTER 1. OPERATIONAL POSITIONS **6**
CHAPTER 2. CLEARANCE DELIVERY (CD) **7**
2.1 Responsibilities 7
2.2 Initial Altitudes, Departure Frequencies, and Beacon Codes Assignments 7
2.3 IFR Departure Instructions 8
2.3.1 IFR Altitudes 8
2.3.2 IFR Routing 8
2.3.3 IFR Departure Frequency 9
2.3.4 IFR Beacon Codes 9
2.4 VFR Departure Instructions 9
CHAPTER 3. GROUND CONTROL (GC) **11**
3.1 Area of Responsibilities 11
3.2 Departures 11
3.3 ATIS 11
3.4 Active Runway Operations 11

3.5 Handoffs 11
3.6 Special Taxiway Usage 11
CHAPTER 4. TOWER/LOCAL CONTROL (LC) 13
4.1 Area of Responsibility 13
4.2 Active Runway Selection 14
4.3 Departure Procedures 14
4.4 Arrival Procedures 15
4.5 Go Around/Missed Approach Procedure 15
4.7 Automatic Releases 15
4.8 ATIS 15
4.9 Line Up and Wait (LUAW) Procedures 16
4.10 Land and Hold Short (LAHSO) Procedures 16
4.11 Monroe/Jessup VFR Arrival 17

CHAPTER 1. OPERATIONAL POSITIONS

Table 1. SFB ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Delivery	Sanford Clearance Delivery	SFB_DEL	1	13D	123.975
Ground	Sanford Ground	SFB_GND	1	13G	121.350
***North Tower**	**Sanford Tower**	**SFB_N_TWR**	**1N**	**13N**	**120.300**
South Tower	Sanford Tower	SFB_S_TWR	1S	13S	135.250

Bold/asterisk designates a primary position.

CHAPTER 2. CLEARANCE DELIVERY (CD)

2.1 Responsibilities

1. Issue ATC Clearances to all departing VFR and IFR aircraft.

2.2 Initial Altitudes, Departure Frequencies, and Beacon Codes Assignments

1. Assign initial altitudes in accordance with Table 3.
2. Assign departure frequencies in accordance with Table 4.
3. Assign beacon codes in accordance with Table 5.

Table 3. SFB Assigned Altitudes

Aircraft Type	VFR	IFR
ALL	1,500’	2,000’

Table 4. SFB Departure Frequencies

Departure Runway/Airport Configuration	
Runway	**Departure Frequency**
9L/9C/9R	SR-N (121.100)
27R/27C/27L	SR-N (121.100)
36	SR-N (121.100)
18	SR-V (119.770)

Table 5. SFB Beacon Codes

Departure Flight Rules	Beacon Range (Low-High)
IFR	7301-7337
VFR	7301-7337

2.3 IFR Departure Instructions

2.3.1 IFR Altitudes

1. Instruct pilots to maintain an initial altitude in accordance with Table 3 and expect filed cruise altitude (if higher) ten minutes after departure.
2. All filed cruise altitudes must be checked for validity for the direction of flight or routing and our LOAs with neighboring ARTCCs.

2.3.2 IFR Routing

1. Aircraft must be cleared via the appropriate F11 TRACON DTA and on the SFB# SID (see Table 6).
2. All IFR aircraft shall be assigned the SFB# SID. The aircraft must depart the F11 through a DTA (see Table 6) with an associated fix.
    a. The aircrafts route shall lead with the DTA followed by the associated fix
3. All aircraft shall be *"Cleared as filed"* unless a route amendment is necessary.
4. All routes must comply with LOA-approved standards between facilities. Aircraft unable to accept LOA-approved routes or the aforementioned SIDs must not be cleared until coordination has occurred between all affected facilities.

Table 6. F11 Departure DTAs (SFB#) - All Aircraft

Direction	DTA	Associated Fixes
North	WORMS	TAY, CRG, OMN, SGJ, SSI
West	CAMDT	CTY, SZW, OCF, KNOST, BULZI, HEVVN, PATOY, BRUTS
Southwest	KLMAN	RSW, SRQ, CYY
Southwest	KNEED	PIE, MCF, LAL
Southeast	ATLAS	MLB, TRV, PBI, FLL
Southeast	TPSTR	TRV, PBI, FLL, MLB, PHK
Northwest	VIZTA	CTY, SZW, OCF, BULZI, HEVVN

2.3.3 IFR Departure Frequency

1. Table 4 describes the appropriate departure frequency assignments.

2.3.4 IFR Beacon Codes

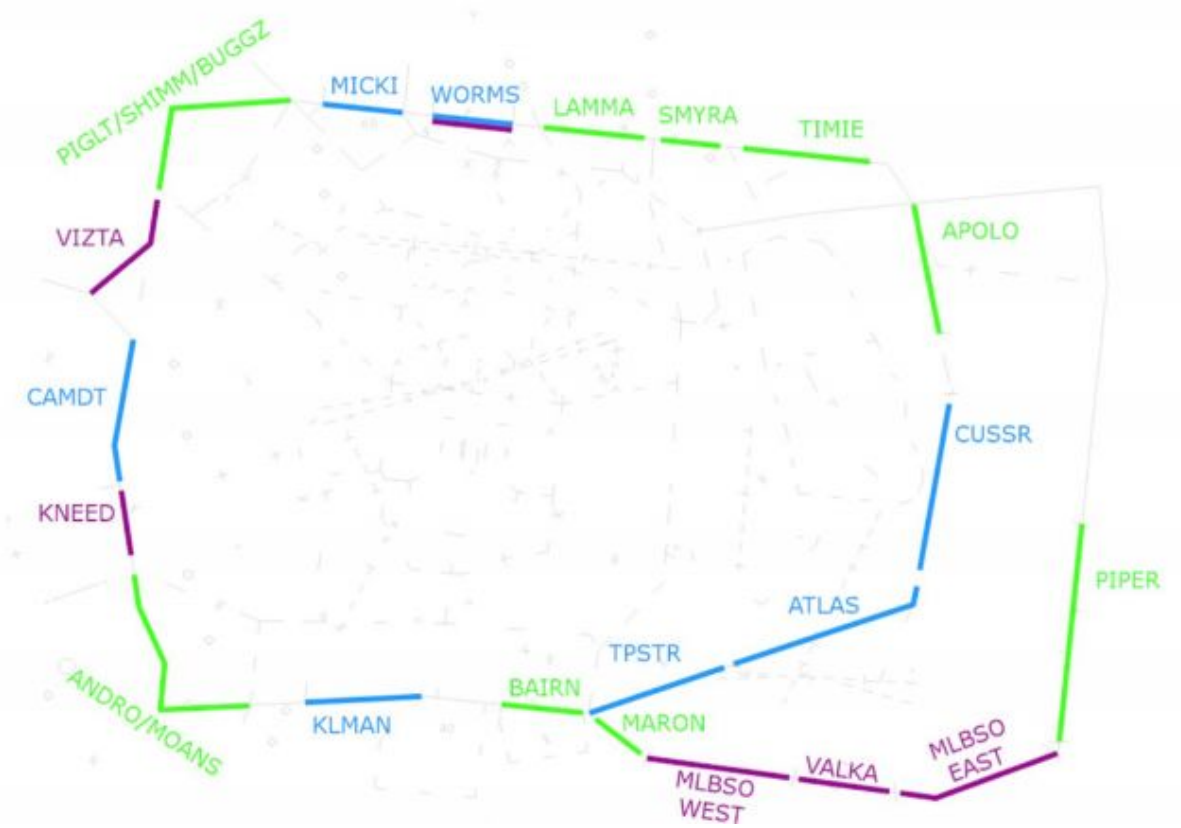
1. All departing IFR aircraft shall be assigned a unique beacon code in compliance with Table 5.

2.4 VFR Departure Instructions

1. VFR Altitudes
    a. If aircraft are not remaining in the pattern, issue the instruction most appropriate with altitudes listed in Table 3.
    b. VFR aircraft not remaining within the pattern shall be given a departure frequency. Departure frequencies shall be determined by Table 4.
2. Assign all VFR aircraft a unique VFR beacon code in compliance with Table 5.

2.5 DTA Diagram

1. The following diagram depicts F11's various DTAs and arrival transition zones.
2. Departure radar DTAs are depicted in blue, satellite radar DTAs are depicted in purple, and arrival transition zones are depicted in green.



CHAPTER 3. GROUND CONTROL (GC)

3.1 Area of Responsibilities

1. GC has control of all movement areas excluding the designated active runway(s).

3.2 Departures

1. GC must advise LC of all intersection departures verbally or through the chatbox.
2. GC shall ensure pilots have the current ATIS prior to the aircraft being handed off to LC.

3.3 ATIS

1. GC shall ensure pilots have the current ATIS prior to the aircraft being handed off to LC.

3.4 Active Runway Operations

1. Except for runway crossings, GC must transfer communications to LC if an aircraft is to operate on an active runway.
2. All active runway crossings must be approved verbally or through the chat box by LC.
3. All departures shall be taxied to the LC runway whose airspace the departure heading will enter, unless coordinated with the appropriate LC due to aircraft performance, operational needs, or pilot request.

3.5 Handoffs

1. GC shall instruct aircraft to *"Contact Sanford Tower (frequency)"* unless otherwise agreed upon by LC.

3.6 Special Taxiway Usage

1. All jet/turboprop traffic will utilize 9L/27R.
2. Except for air carriers, verbally coordinate with LC1/LC2 prior to taxiing aircraft to the departure end of Runway 9L/27R, Runway 27C, Runway 9R, and Runway 18, or an intersection other than a designated departure intersection.

3. Runway 9C departures must be positioned on Taxiway L unless otherwise coordinated with LC2. The following intersections are designated as standard departure intersections:

Table 7. Intersection Departure Distances

RWY 09L	RWY 09R	RWY 27R	RWY 27C	RWY 18	RWY 36
B2: 10,000’	S1: 5,735	R: 6,250’	R: 2,927’	B: 5,050’	S: 5,252’
L: 7,600’		B8: 9,600’		C (East): 4,250’	
		B7: 9,000’		C (West): 3,950’	

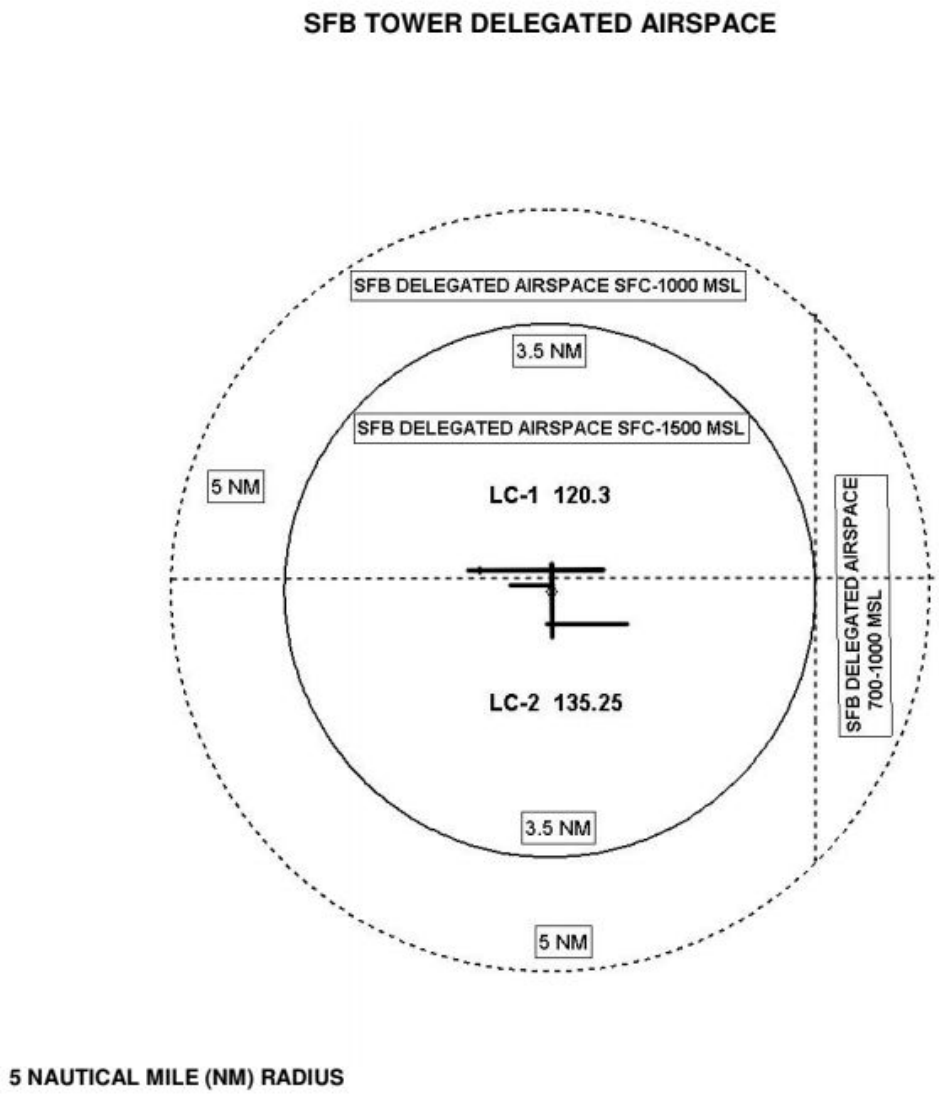
4. Any use of Taxiway K1 requires LC2 approval, except for aircraft exiting Runway 27C.
5. Any use of Taxiway C between Runway 18/36 and the ARFF station requires LC2 Approval.
6. Coordinate all active runway crossings with LC1/LC2 before authorizing an aircraft or vehicle to cross any portion of an active runway.

CHAPTER 4. TOWER/LOCAL CONTROL (LC)

4.1 Area of Responsibility

1. LC1 and LC2's areas of responsibility are defined in Figure 1.

Figure 1. Sanford ATCT Area of Responsibility



4.2 Active Runway Selection

1. The active runway shall be determined based on wind and known factors that may affect the safety of takeoff/landing operations.
2. East configuration (runways 9L, 9C, 9R) is the designated calm wind configuration. West configuration (runways 27L, 27C, 27R) should be used when the crosswind component is greater

4.3 Departure Procedures

1. LC will provide separation for aircraft in the LC airspace.
2. LC shall provide initial separation between successive departures.

Table 8. SFB# Departure Headings

Runway	DTA	Heading
9L/9C/9R	WORMS	050°
9L/9C/9R	VIZTA, CAMDT, KNEED, KLMAN, TPSTR, ATLAS	110°
27R/27C/27L	WORMS	310°
27R/27C/27L	VIZTA, CAMDT, KNEED, KLMAN, TPSTR, ATLAS	260°

4.4 Arrival Procedures

1. LC shall be responsible for separation of all arrival aircraft that have been handed off by TRACON from all departing aircraft still under LC jurisdiction.
2. Communication transfer must be completed prior to five nautical miles from the runway.
3. Practice Instrument Approach instructions will be given by TRACON and coordinated with LC.
4. LC shall NOT change the approach sequence without coordination with TRACON.

5. Arrival aircraft shall be pointed out to the appropriate local controller when communications transfer is achieved from final approach controller.

4.5 Go Around/Missed Approach Procedure

1. LC shall assign IFR missed approach aircraft published departure headings and 2,000.

4.7 Automatic Releases

1. LC is authorized automatic releases from the TRACON controller so long as the aircraft departs on the pre-coordinated active departing runway(s) on approved departure headings in Section 4.3.
2. In order for automatic releases to be authorized, procedures in Section 4.3 and 4.4 of this document shall be followed.
3. Departure releases must be obtained if automatic releases are suspended by TRACON.

4.8 ATIS

1. LC shall manage the ATIS for KSFB.

4.9 Line Up and Wait (LUAW) Procedures

1. Do not authorize a landing clearance to an aircraft requesting a full stop, touch and go, stop and go, option, or low approach on the same runway with an aircraft that is holding in position or taxiing to line up and wait until the aircraft in position starts the takeoff roll.
2. Do not authorize an aircraft to LUAW if an aircraft has been cleared to land, touch and go, stop and go, option, or low approach on the same runway.
3. Do not authorize multiple aircraft to LUAW on the same runway.
4. LUAW is not authorized between sunset and sunrise at intersections.

4.10 Land and Hold Short (LAHSO) Procedures

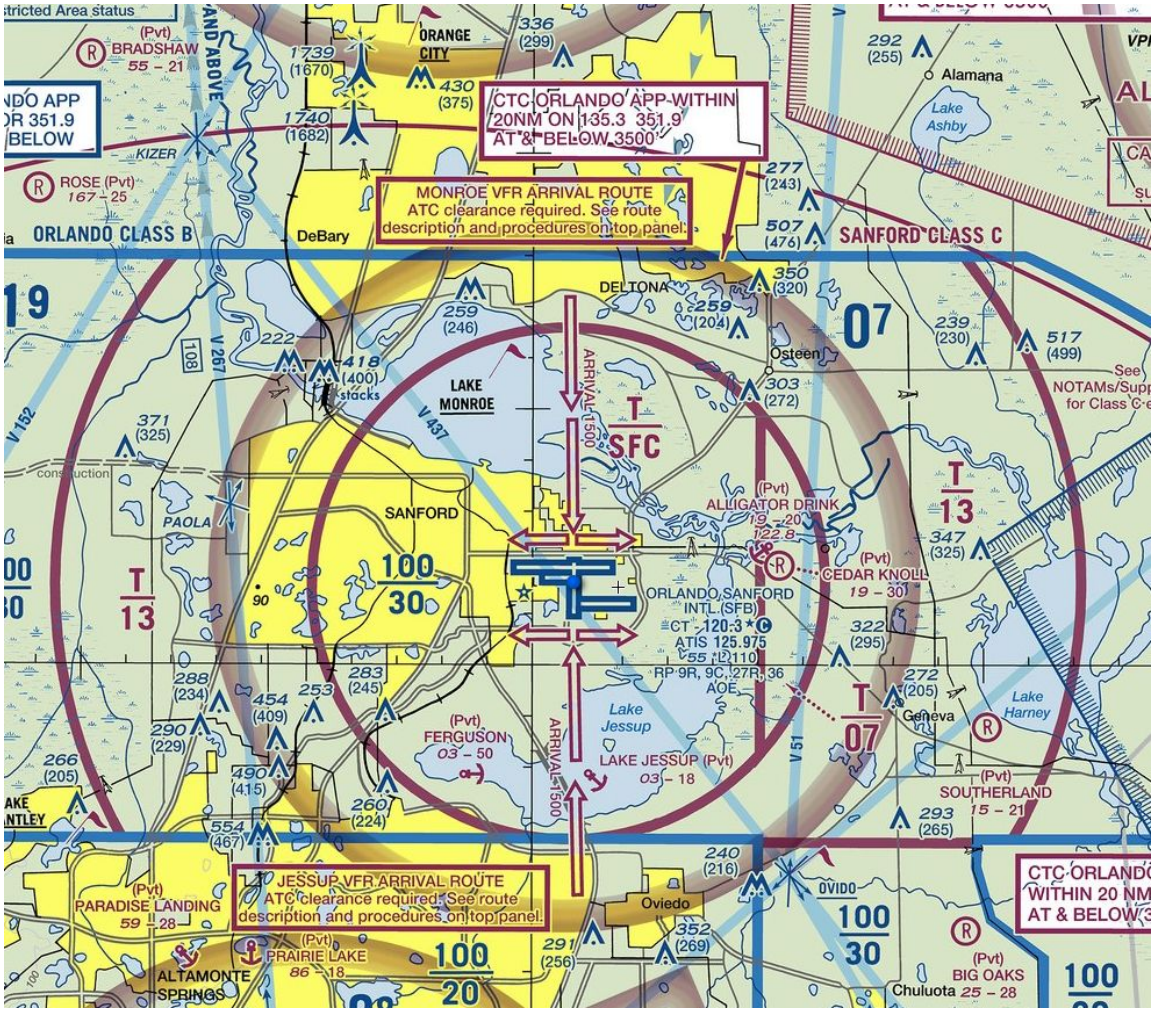
1. LAHSO operations are authorized at SFB for the following runway configurations in daytime VFR conditions only:

Landing Runway	Hold Short of Runway	Available Landing Distance
9L	18/36	5,500’
9C	18/36	3,150’
36	9L/27R	5,170’
18	9R/27L	4,600’

2. During LAHSO operations, if requested by the pilot, issue the following available distances for SFB.
    a. "Runway 15 available landing distance 5,700 feet."
    b. "Runway 21 available landing distance 900 feet."
    c. "Runway 33 available landing distance 2,900 feet."
    d. "Runway 03 available landing distance 5,500 feet."

4.11 Monroe/Jessup VFR Arrival

1. KSFB is a busy student pilot airfield. The Monroe and Jessup VFR Arrivals exist to lessen the workload for F11 TRACON and allow a systematic entry on the pattern at KSFB.
2. Aircraft inbound will remain at 1,500'.
3. If there is heavy traffic in the standard pattern, inbound traffic on the VFR arrival can be issued appropriate instructions to allow for sequencing once within the LC area of responsibility. When ready, the controller will issue a descent into the standard pattern such as *"Descend at Pilot's Discretion"* or *"Descend to Pattern Altitude."*



ORLANDO SANFORD INTERNATIONAL (SFB)
SANFORD, FL

TERMINAL AREA GRAPHIC NOTICE
(Not to be used for navigation)

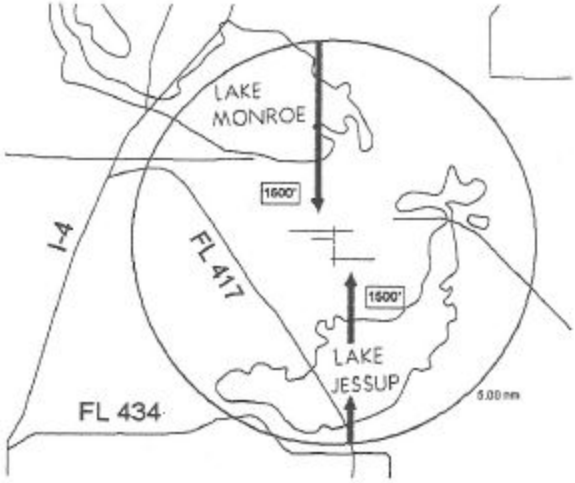
Sanford Airport VFR Arrival Procedures.

"MONROE VFR ARRIVAL"

Contact Orlando APP on 121.1 to request arrival. Proceed to a point 5 NM due north of SFB (Northeast shore of Lake Monroe). Then proceed southbound across the lake to enter a midfield downwind for runway 9L/27R as assigned. Maintain 1500' until advised by SFB ATCT.

"JESSUP VFR ARRIVAL"

Contact Orlando APP on 121.1 if southeast of SFB, or 119.4 if southwest of SFB, to request arrival. Proceed to a point 5 NM due south of SFB (South shore of Lake Jessup over the bridge). Then proceed northbound across the lake to enter a midfield downwind for runway 9R/27L as assigned. Maintain 1500' until advised by SFB ATCT.



VFR aircraft should request the appropriate VFR arrival; or expect instructions to fly the appropriate VFR arrival from Orlando Approach Control.

ATIS 125.975
ORLANDO APPROACH CONTROL 121.1
SANFORD TOWER 120.3 (Monroe VFR arrival), 135.25 (Jessup VFR arrival)