Jacksonville ARTCC

SAV ATCT/TRACON
Standard Operating Procedures

Document Number	ZJX-3
Version	C
Effective Date	01/01/2021

DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Savannah Air Traffic Control Tower (SAV 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
09/01/2015	Initial Release	N/A
07/16/2019	Template Revision, Facility Beacon Code Update, TRACON Sectorization Update	Peter Shivery/ ZJX-3.A
07/01/2020	Removal of scratchpad and temporary altitude sections. Removal of VFR pattern altitude assignment	Peter Shivery/ ZJX-3.B
01/01/2021	Yearly Revision	Maxine Grooms/ ZJX-3.C

TABLE OF CONTENTS

CHAPTER 1. OPERATIONAL POSITIONS

Table 1. SAV ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Delivery	Savannah Clearance Delivery	SAV_DEL	1	3D	119.550
Ground	Savannah Ground	SAV_GND	1	3G	121.900
Tower	Savannah Tower	SAV_TWR	1	3T	119.100

Table 2. SAV TRACON Operational Positions

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
RN*	**North Radar**	**SAV_N_APP**	**1N**	**3N**	**125.300**
RW	West Radar	SAV_W_APP	1W	3W	118.400
RS	South Radar	SAV_S_APP	1S	3S	120.400

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 IFR Departure Instructions

2.2.1 IFR Altitudes

1. Instruct all pilots to maintain 3,000 feet and to 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.

2.2.2 IFR Routing

1. All aircraft shall be *"Cleared as filed"* unless a route amendment is necessary.
2. All routes must comply with LOA-approved standards between facilities. Aircraft who do not file these routes should have them amended appropriately.
    a. Aircraft unable to accept preferred routes must not be cleared until coordination has occurred between all affected facilities.
3. CD is responsible for rerouting all aircraft departing SAV that will transit any active MOAs or restricted areas in or above the SAV airspace.

2.2.3 Departure Frequency

1. Table 3 describes the appropriate departure frequency for direction of travel.

Table 3. Departure Frequency for Direction of Travel

Direction	Associated VORs	Departure Position (Frequency)
Northeast	CHS, VAN, FLO, ILM	RN (125.300)
North/Northwest	ALD, IRQ, DBN	RW (118.400)
South/Southwest	AMG, AYS, SSI, CRG, TAY	RS (120.400)

2.2.4 Facility Beacon Codes

1. All departing aircraft shall be assigned a unique beacon code in compliance with Table 4.

Table 4. SAV ATCT Beacon Codes

Departure Flight Rules	Beacon Range (Low-High)
IFR	0201-0277
VFR	0201-0277

2.3 VFR Departure Instructions

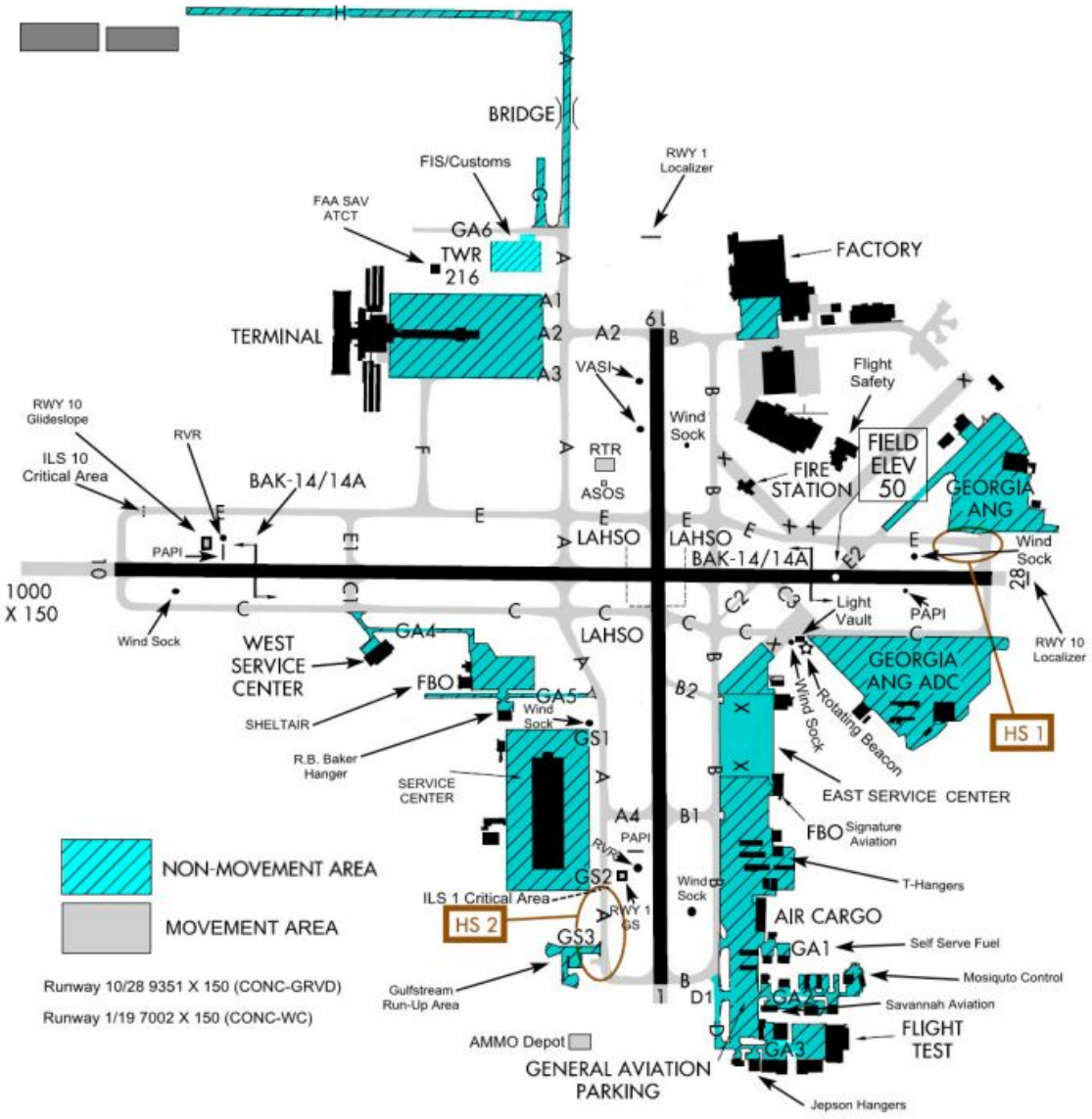
1. VFR Altitudes
    a. If aircraft are not remaining in the pattern, issue the instruction *"Maintain VFR at or below 3,000 feet."*
2. VFR aircraft not remaining within the pattern shall be given a departure frequency. Departure frequencies shall be determined by Section 2.2.3.
3. Assign all VFR aircraft a unique VFR beacon code in compliance with Table 4.

CHAPTER 3. GROUND CONTROL (GC)

3.1 Area of Responsibilities

1. GC has control of all movement areas except the active runway.

Figure 1. Ground Movement and Non-Movement Areas



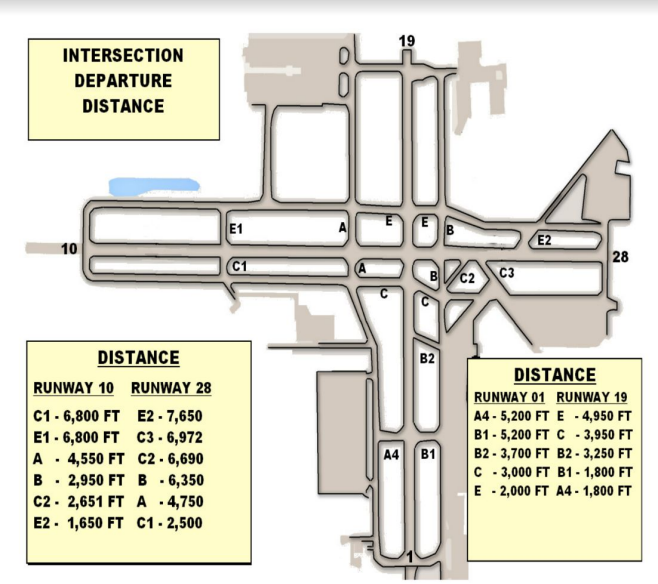
3.2 Pushback and Startups

1. GC does not authorize pushbacks or startups unless the aircraft pushing back will enter a controlled area during pushback.
    a. In these instances, aircraft should be instructed *"Push and start approved, push tail facing (direction)."* The direction should keep the aircraft pointed in the direction the aircraft will taxi.
    b. If the pilot calls to push, and no controlled area will be penetrated, simply advise the pilot *"Push and start at pilot's discretion."*

3.3 Intersection Departures

1. GC must advise LC of all intersection departures verbally or through the chatbox. See Figure 2 for intersection departure distances.

Figure 2. Intersection Departure Distances



3.4 ATIS

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

3.5 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.

3.6 Handoffs

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

CHAPTER 4. TOWER/LOCAL CONTROL (LC)

4.1 Area of Responsibility

1. LC has responsibility for a five mile radius from the SAV field from surface up to and including 2,000 MSL.

4.2 Active Runway Selection

1. A two-runway configuration must be used, even if only one runway is active.
2. Runway 10/1 is the preferred runway configuration and shall be used when winds are at or below five knots.
3. When winds are above five knots, LC will select the runway configuration best aligned with the winds.

4.3 Runway Change Checklist

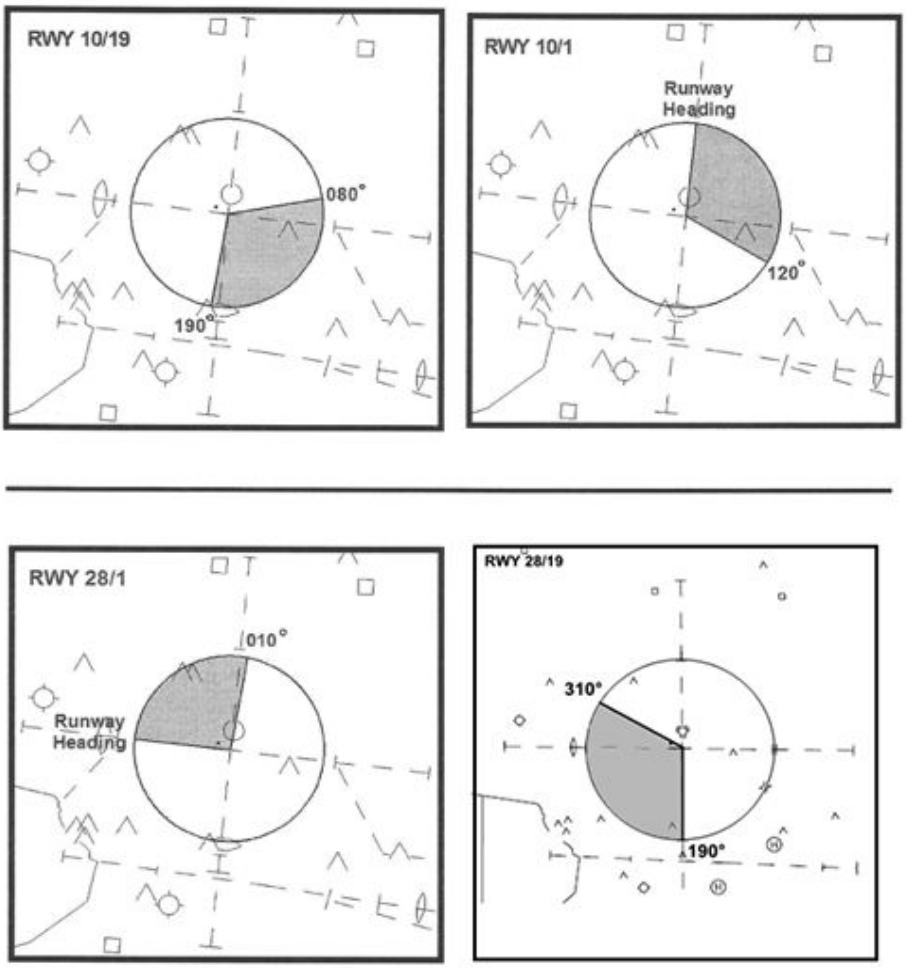
1. When changing runways, LC must verbally coordinate with the appropriate TRACON position(s) for the last departure/arrival off the previously used runway and the first departure/arrival off the newly selected active runway(s).
2. Notify TRACON of the new runway configuration and last departure and arrivals.
3. When notified by TRACON, stop all departures on the present configuration.
4. Notify GC of the new runway configurations and divert all departures to the new runways.
5. When TRACON is ready for the new configuration, TRACON will notify LC. Upon completion of notification, departures may resume with the new configuration.
6. Ensure ATIS has been updated to reflect the new configuration.

4.4 Departure Procedures

1. LC will provide separation for aircraft in the LC airspace.
2. LC shall provide initial separation between successive departures.
3. When automatic departures are in effect, IFR departures may be released on a heading as depicted in Figure 3, climbing to 3,000 feet. Aircraft shall be assigned a departure heading towards the receiving TRACON sector's (RN, RW, RS) airspace.
4. When automatic releases are in effect, VFR departures may be released on a heading as depicted in Figure 3, climbing at or below 3,000 feet.

5. TRACON has control for turns leaving the departure portion of the tower operations area.

Figure 3. Departure Headings



4.5 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 Approaches
    a. Climbout instructions will be given by TRACON and coordinated with LC.
4. LC shall not change the approach sequence without coordination with TRACON.

4.6 Go Around/Missed Approach Procedure

1. LC shall assign aircraft runway heading and 2,000 feet.
2. LC must coordinate with TRACON verbally or via the chat box prior to frequency change.

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 Figure 3.
2. In order for automatic releases to be authorized, procedures in Section 4.4 and 4.5 of this document shall be followed.
3. Departure releases must be obtained if automatic releases are suspended by TRACON.

4.8 Visual Tower

1. Savannah ATCT is a visual/VFR tower and shall not initiate or accept any radar handoffs and shall not initiate control/start track on any target.

4.9 ATIS

1. LC shall manage the ATIS for KSAV.

4.10 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.

4.11 Land and Hold Short (LAHSO) Procedures

1. LAHSO operations are authorized at SAV. Operations are approved for the runways and associated hold short points in Table 5.
2. LAHSO is only approved when weather conditions are dry.

Table 5. LAHSO Available Landing Distance (ALD)

Runway	LAHSO Point	ALD
10	RWY 19/1	5,450 feet
1	RWY 10/28	4,050 feet
28	RWY 19/1	3,250 feet

CHAPTER 5. TRACON

5.1 Sector Table

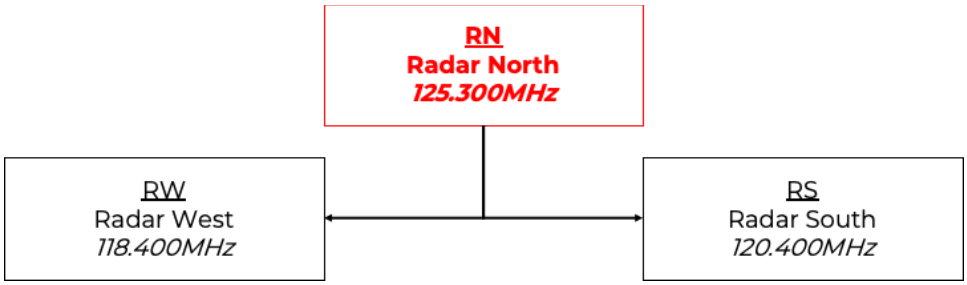
1. Below is the sector table for the SAV TRACON.
2. **Bold/asterisk** indicates the sectors used when SAV TRACON is in the "combined" configuration.

Table 6. SAV TRACON Sectors

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
RN*	**North Radar**	**SAV_N_APP**	**1N**	**3N**	**125.300**
RW	West Radar	SAV_W_APP	1W	3W	118.400
RS	South Radar	SAV_S_APP	1S	3S	120.400

5.2 Sectorization Flow Chart

Figure 4. Sectorization Flow Chart



5.3 Sectorization Description

1. The primary "combined" radar position shall be **RN**. No other sectors shall be staffed until the "combined" position is already in use.
2. Once **RN** is in use, **RN** may delegate a portion of its airspace to **RS**. Thereafter, **RN** may delegate a portion of its airspace to **RW**.
3. Unless otherwise coordinated, **RN**, **RW**, and **RS** are responsible for areas depicted in Section 5.4.

4. **RN**, **RW**, and **RS** provide overflight services and approach sequence to airports landing in the Savannah ATCT airspace.
5. **RW** area of jurisdiction is the northwest quadrant of the airspace as depicted in Section 5.4, surface to 10,000 MSL. **RW** is responsible for departure control for north westbound traffic.
6. **RN** area of jurisdiction is the northeast quadrant of the airspace as depicted in Section 5.4, surface to 10,000 MSL. **RN** is responsible for departure control for north eastbound traffic.
7. **RS** area of jurisdiction is the southern half of the airspace as depicted in Section 5.4, surface to 10,000 MSL. **RS** is responsible for departure control for southbound traffic.

5.4 Airspace Diagrams

Figure 5. SAV TRACON and Adjoining Airspaces

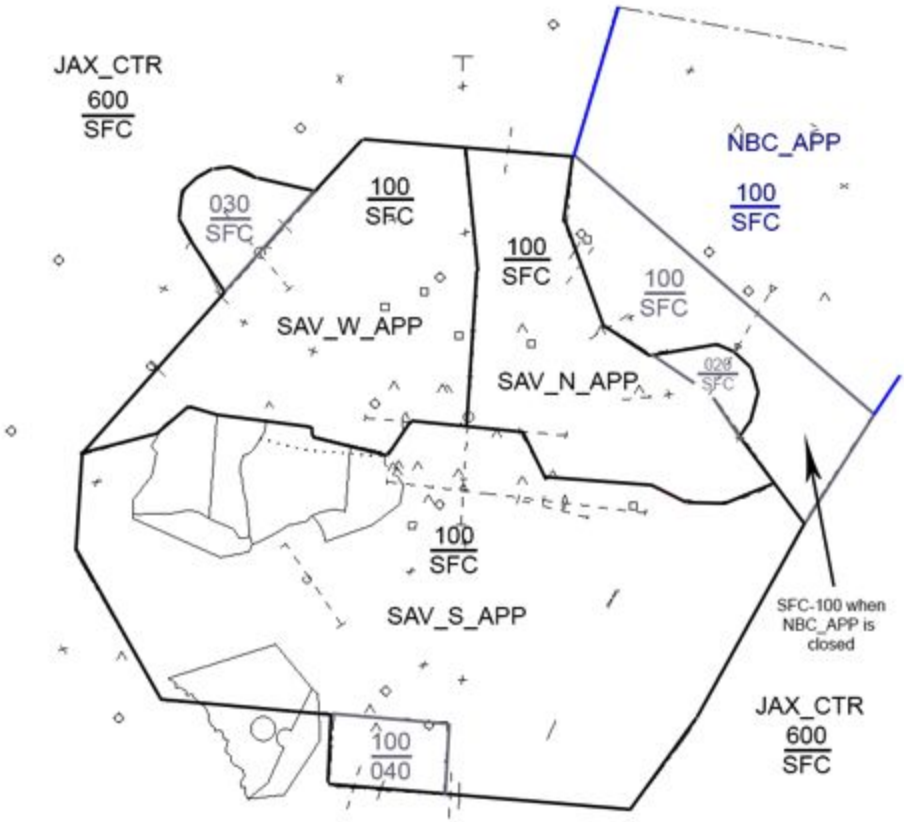


Figure 6. SAV Radar North & West Combined Sector

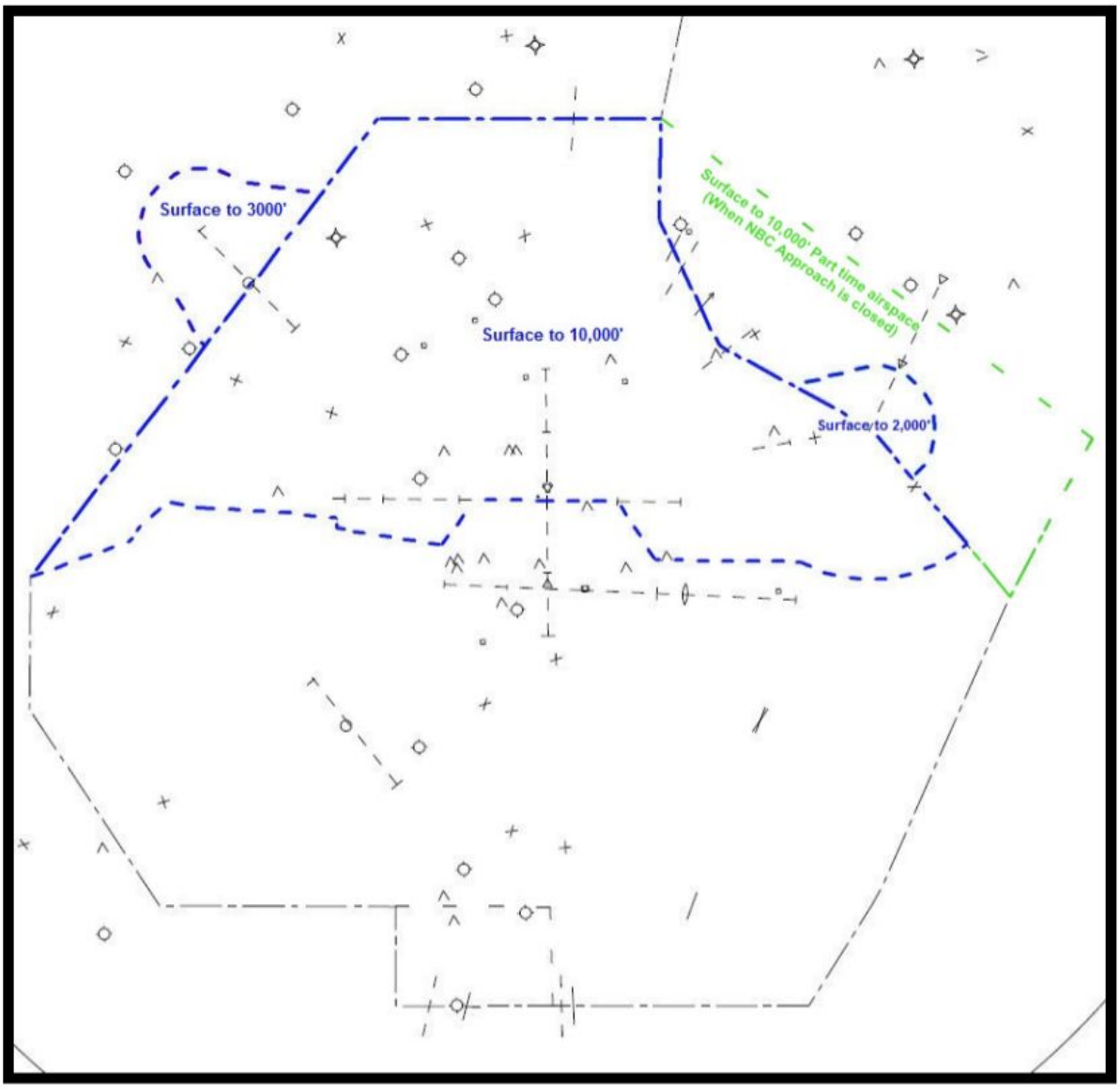


Figure 7. SAV Radar South Sector

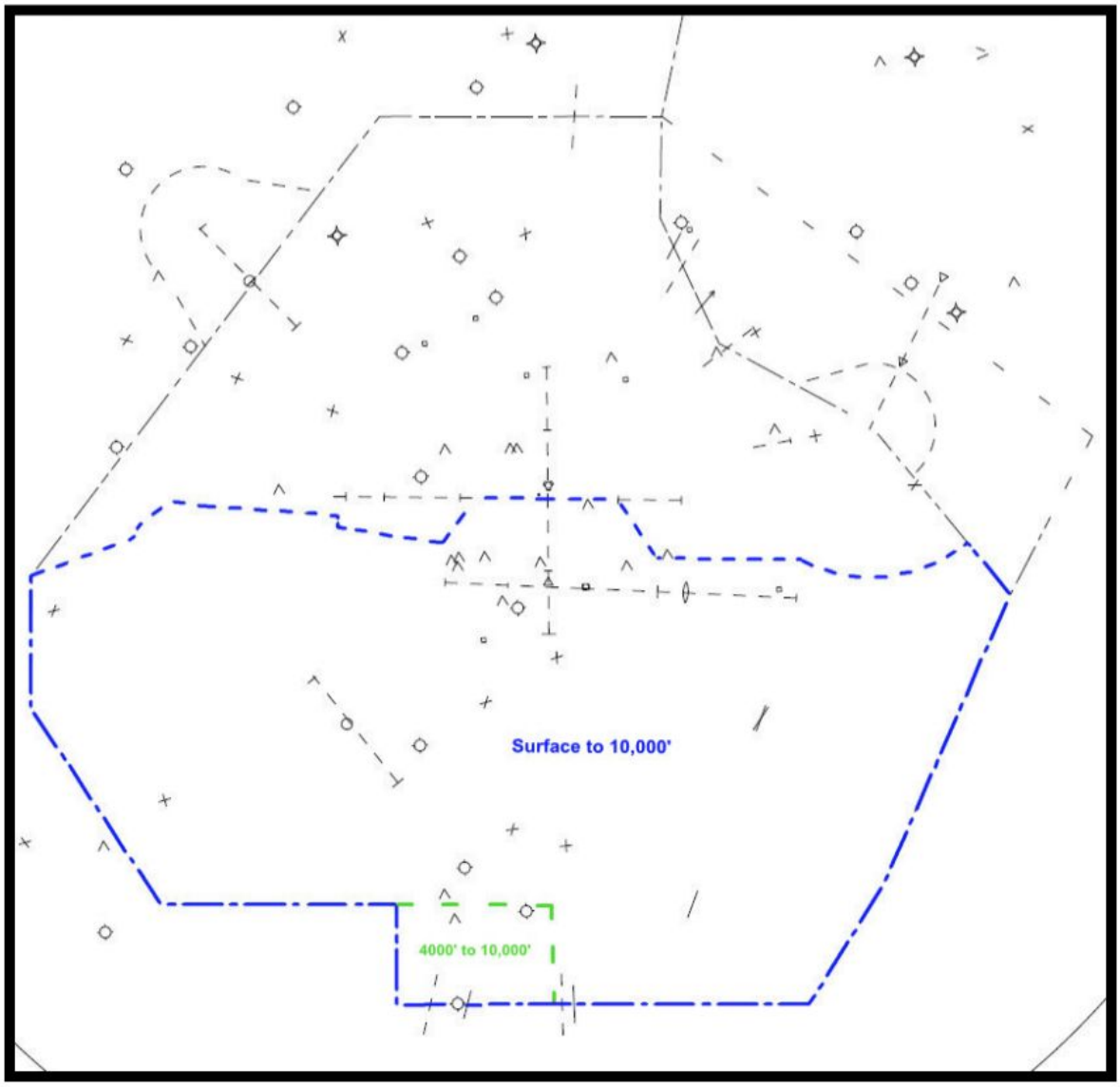


Figure 8. SAV Radar North Sector

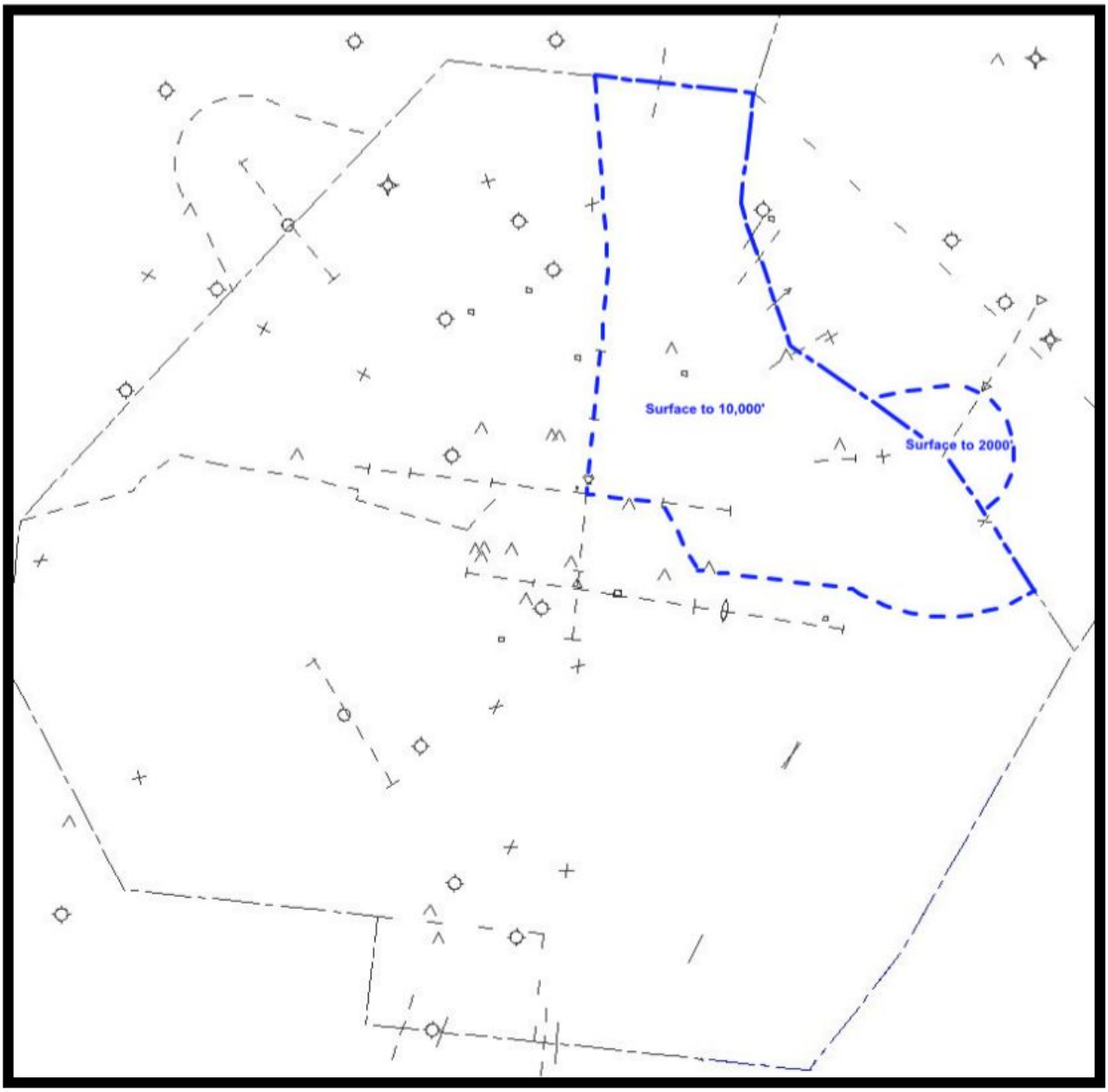
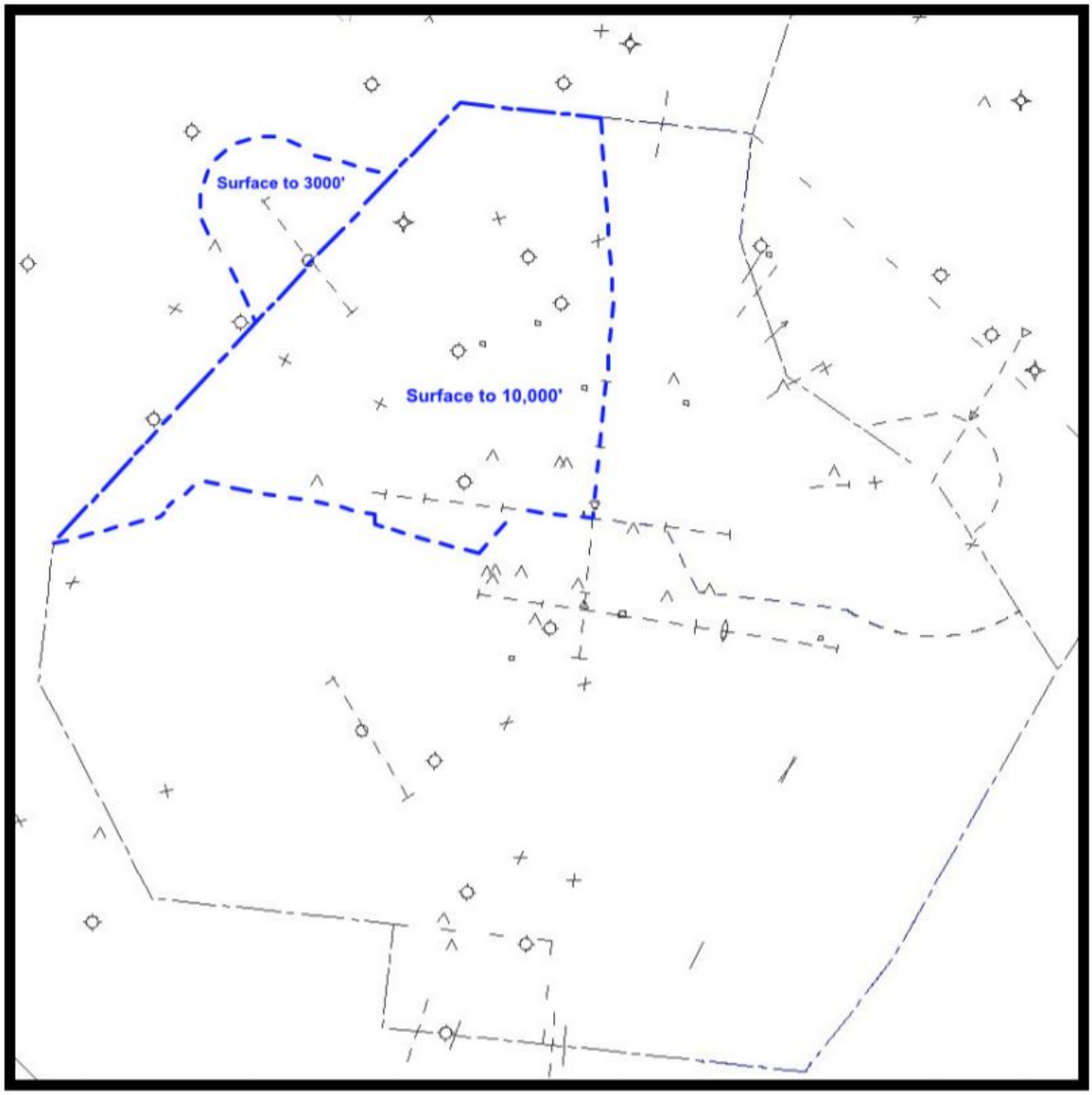


Figure 9. SAV Radar West Sector



5.5 Procedures

5.5.1 VFR Aircraft

1. VFR aircraft entering the Class Charlie airspace will be given and discrete beacon code.
2. If an aircraft departs from SAV and does not request a flight following, the aircraft will be handed off to from LC to TRACON and released to UNICOM once clear of the Class C.

5.5.2 Handoffs and Radar Tracking

1. Savannah ATCT is a VFR tower. No radar handoffs shall be initiated to LC. Inbound notification of aircraft shall be delivered via a pointout.
2. TRACON controllers shall not drop track on any arriving aircraft. This allows a controller to maintain radar identification during missed approach.

5.5.3 Releases and Rolling Calls

1. TRACON sectors give automatic releases to all departures from Savannah ATCT when departures follow the standard departure procedures as specified in this document.
2. All other airports within TRACON's boundaries shall request a release for all departures. Upon approval of the release, the release shall be good for five minutes.
3. Upon issuance of the takeoff clearance, a departure message shall be sent to the appropriate departure sector. This can be accomplished non-verbally by the LC ensuring the aircraft is squawking the appropriate code and mode C is enabled when airborne.

5.5.4 Departure Procedures

1. Forward departure instructions to LC for aircraft executing practice missed approaches.
2. Ensure all departures are on course as soon as practical.
3. All departures should be on course before handoff to Enroute Control unless otherwise coordinated. Aircraft shall be climbed to 10,000 or less if filed.
4. Prearranged coordination are authorized within seven miles of the SAV Airport when aircraft have been radar identified and two-way communication has been established. Prearranged coordination procedures for each runway configuration are as follows:
    a. Runway 10/1: **RS**/**RW** may transit **RN** airspace without coordination.
    b. Runway 10/19: **RW**/**RN** may transit **RS** airspace without coordination.
    c. Runway 28/19: **RW**/**RN** may transit **RS** airspace without coordination.
    d. Runway 28/1: **RN**/**RS** may transit **RW** airspace without coordination.
5. Provide airspace for automatic departures and radar final.
6. Provide airspace for missed approach on all runways.

5.5.5 Arrival Procedures

1. The sector responsible for the primary runway shall establish the approach sequence for all arrivals.
2. Communications transfer of arriving aircraft to LC must be accomplished no later than five nautical miles from the end of the arrival runway.
3. When simultaneous approaches are being conducted on converging runways, LC is responsible for ensuring runway separation. However, TRACON must provide enough spacing to minimize the possibility of a go-around.
4. When vectoring to final from parallel downwinds, aircraft on opposing base legs shall be assigned altitudes to ensure vertical separation unless other approved separation has been applied. This ensures separation in the event of an overshoot on final.
5. Coordinate with LC for any aircraft conducting approaches to other runways than the active arrival runway(s) in use.

5.5.6 Satellite Procedures

1. Aircraft departing from, or destined for SAV satellite fields (defined as any field other than SAV inside of the SAV designated airspace), shall be kept clear of departure flows into and arrival flows out of SAV whenever possible.
2. For arrivals into satellite airports: Once aircraft have received an approach clearance, a pointout to the appropriate ATCT shall be initiated. Once the pointout is completed, aircraft communications shall be transferred to the ATCT.