



Jacksonville ARTCC

MYR ATCT/TRACON Standard Operating Procedures

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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Myrtle Beach Air Traffic Control Tower (MYR 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
02/01/2020	Template Revision, Facility Beacon Code Update, TRACON Sectorization Update	Brin Brody/ ZJX-4.A
07/01/2020	Addition of FAY_APP to MYR TRACON diagram	Petey Shivery/ ZJX-4.B
01/01/2021	Yearly Revision	Maxine Grooms/ ZJX-4.C

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CHAPTER 1. OPERATIONAL POSITIONS

Table 1. MYR ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Ground & Clearance Delivery	Myrtle Beach Ground	MYR_GND	1	4G	120.300
Tower	Myrtle Beach Tower	MYR_TWR	1	4T	128.450

Table 2. MYR TRACON Operational Positions

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
*WARDR	West Arrival Departure	MYR_W_APP	1W	4W	127.400
EARDR	East Arrival Departure	MYR_E_APP	1E	4E	119.200

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. Clearance Delivery is responsible for rerouting all aircraft departing MYR that will transit any active MOAs or restricted areas in or above the MYR 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)
West	ALD, SAV, CHS, VAN, CAE	WARDR (127.400)
East	FLO, CRE, SDZ, ILM, CTF	EARDR (119.200)

2.2.4 Facility Beacon Codes

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

Table 4. MYR ATCT Beacon Codes

Departure Flight Rules	Beacon Range (Low-High)
IFR	7341-7377
VFR	7341-7377

2.3 VFR Departure Instructions

1. VFR Altitudes
 - a. If aircraft are remaining in the pattern, issue the instruction *“Maintain VFR at or below”* with the altitude based on their aircraft type.
 - i. Jets/Turboprops: 1,500 feet
 - ii. Props: 1,000 feet
 - iii. Helicopters: 500 feet
 - iv. Overhead: 2,000-3,000 feet
 - b. 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 and requesting radar services 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.

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 Table 5 for intersection departure distances.

Table 5. Intersection Departure Distances

Runway 18	Runway 36
B4/A6: 7,000 feet	A2: 7,000 feet
A5: 6,000 feet	B2: 6,500 feet
B3/A4: 5,000 feet	A3: 5,500 feet
B2: 2,500 feet	B3/A4: 3,000 feet
A2: 2,000 feet	A6: 2,250 feet

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 Myrtle Beach 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 MYR field from surface up to and including 2,000 feet MSL. LC is also authorized to control 3,000 feet MSL and below in the published departure corridors.

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 including the initial departure and the instrument approach phases of flight within the terminal area airspace.
2. Runway 18 is designated as the "CALM WIND" runway.

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, JET aircraft departures shall be released on runway heading climbing to 3,000 feet.
4. Local control has the option to assign all NON-JET aircraft runway heading or a fanned heading that will conform to the applicable departure corridor.

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. IFR - Runway Heading, maintain 2,000 feet.
 - b. VFR - Runway Heading, maintain VFR at or below 2,000 feet.
 - c. Departure frequency as assigned by approach control.
4. LC shall NOT change the approach sequence without coordination.

4.6 Go Around/Missed Approach Procedure

1. Go Around/unplanned Missed Approach
 - a. LC shall assign IFR aircraft runway heading and 3,000 feet.
 - b. LC must verbally coordinate with departure 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 Section 4.4.
2. An overlying TRACON position MUST be staffed. In the absence of a TRACON position (ie: CTR only), departure releases must be obtained from the overlying radar position.
3. In order for automatic releases to be authorized, procedures in Section 4.4 and 4.5 of this document shall be followed.
4. Departure releases must be obtained if automatic releases are suspended by TRACON.

4.8 Visual Tower

1. Myrtle Beach 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 KMYR.

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.

CHAPTER 5. TRACON

5.1 Sector Table

- Below is the sector table for the MYR TRACON.
- Bold/asterisk** indicates the sectors used when MYR TRACON is in the “combined” configuration.

Table 6. MYR TRACON Sectors

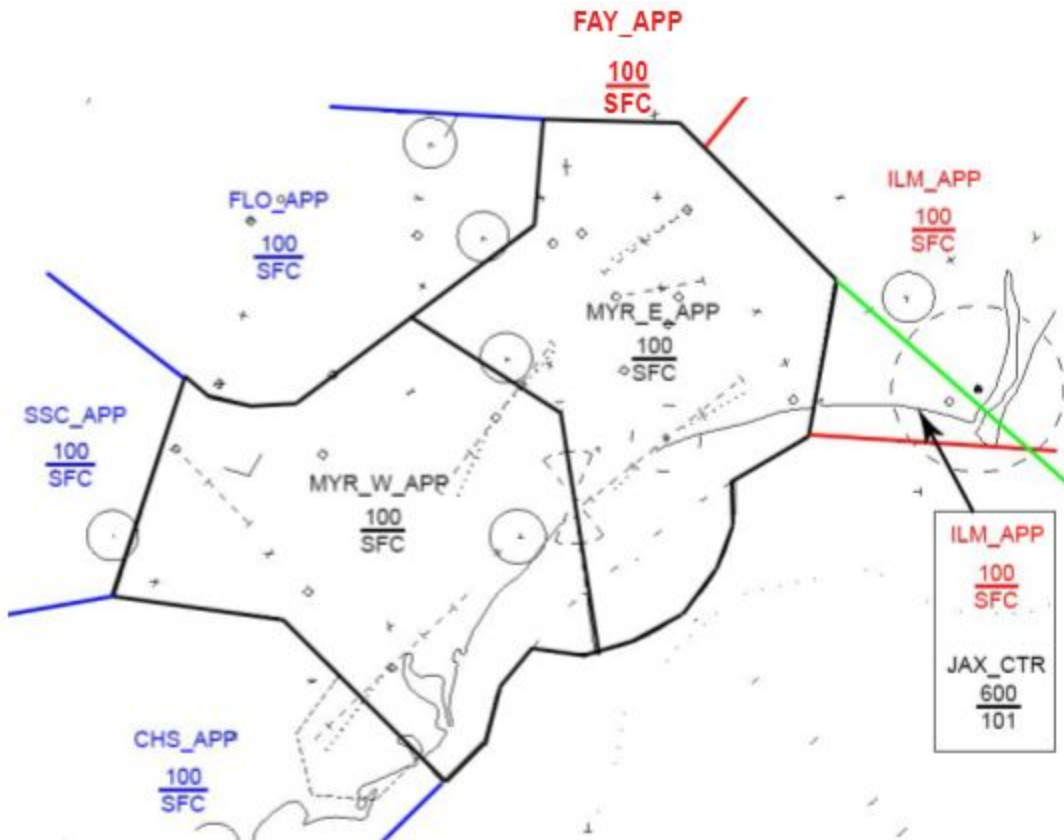
Sector	Sector Name	Callsign	Relief	Symbol	Frequency
*WARDR	West Arrival Departure	MYR_W_APP	1W	8W	127.400
EARDR	East Arrival Departure	MYR_E_APP	1E	8E	119.200

5.2 Sectorization Description

- The primary “combined” radar position shall be **WARDR**. No other sectors shall be staffed until the “combined” position is already in use.
- Once **WARDR** is in use, **WARDR** may delegate a portion of its airspace to **EARDR**.
- Unless otherwise coordinated, **WARDR** and **EARDR** are responsible for areas depicted in Section 5.3.
- WARDR** and **EARDR** provide overflight services and approach sequence to aircraft landing in the Myrtle Beach ATCT airspace.
- WARDR** area of jurisdiction is the west quadrant of the airspace as depicted in Section 5.3, surface to 10,000 feet MSL. **WARDR** is responsible for departure control for westbound traffic.
- EARDR** area of jurisdiction is the east quadrant of the airspace as depicted in Section 5.3, surface to 10,000 feet MSL. **EARDR** is responsible for departure control for eastbound traffic.

5.3 Airspace Diagrams

Figure 1. MYR TRACON and Adjoining Airspaces



5.4 Procedures

5.4.1 VFR Aircraft

1. VFR aircraft entering the Class Charlie airspace will be given a discrete beacon code.

5.4.2 Handoffs and Radar Tracking

1. Myrtle Beach 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.

5.4.3 Releases and Rolling Calls

1. TRACON sectors give automatic releases to all departures from Myrtle Beach ATCT when departures follow the standard departure procedures as specified in this document.
2. All other airports within TRACON's boundaries shall request a departure release. 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 squawk code and mode C is enabled when airborne.

5.4.4 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, as soon as practical.
4. Protect airspace for automatic departures and radar final.
5. Protect airspace for missed approach on all runways.

5.4.5 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 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.
4. Coordinate with LC for any aircraft conducting approaches to other runways than the active arrival runway(s) in use.