Virtual Jacksonville ARTCC

DAB ATCT/TRACON
Standard Operating Procedures

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DOCUMENT INFORMATION

This handbook establishes the procedures for controlling the DAB ATCT and TRACON. This code applies equally to staff, controllers, and VATSIM members. This document is considered a supplement to any VATSIM and VATSIM United States (VATUSA) policies, procedures, and documents. This document cancels all previous publications and policies and remains in effect until canceled VATSIM, VATUSA, or a subsequent publication of the administrative policy. This document's updates and modifications are published after the appropriate approval process and announcement to the Virtual Jacksonville ARTCC. The ATM, DATM, or their designee(s) will complete all updates and changes to this document.

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TABLE OF REVISIONS

DATE	REVISION	EDITOR/VERSION
05/11/2015	Initial Release	N/A
02/01/2020	Template Revision, Facility Beacon Code Update, Departure/Arrival Flows Added, Clearance Delivery Section Updated	Petey Shivery/ ZJX-5.A
02/23/2020	MATEO and LAMMA TRACON Frequencies Updated, South Arrival Flow Updated, LUAW Restrictions Updated	Petey Shivery/ ZJX-5.B
01/01/2021	Update TRACON Frequencies to match Real world	Maxine Grooms/ ZJX-5.C
01/18/2022	Beacon codes, controller IDs, Turbojet headings	Howard Snider/ZJX-5.D
06/13/2022	Remove LAMMA SID. Add LAHSO Procedures. TTHOR STAR procedures	Howard Snider/ZJX-5.E

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CHAPTER 1. OPERATIONAL POSITIONS

Table 1. DAB ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Delivery	Daytona Beach Clearance Delivery	DAB_DEL	1	5DD	119.300
***Ground 1**	**Daytona Beach Ground**	**DAB_N_GND**	**N1**	**5NG**	**121.900**
Ground 2	Daytona Beach Ground	DAB_S_GND	S1	5SG	124.250
***Tower 1**	**Daytona Beach Tower**	**DAB_N_TWR**	**N1**	**5NT**	**120.700**
Tower 2	Daytona Beach Tower	DAB_S_TWR	S1	5ST	118.100

Table 2. DAB TRACON Operational Positions

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
***H**	**High Arrival**	**DAB_H_APP**	**1H**	**5H**	**125.725**
M	MATEO Arrival	DAB_M_APP	1M	5M	127.075
L	LAMMA Arrival	DAB_L_APP	1L	5L	118.850
F	Final Arrival	DAB_F_APP	1F	5F	125.800

Bold/asterisk designates consolidated 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. DAB Assigned Altitudes

Engine Type	VFR	Local IFR	Outbound IFR	Practice Approaches
Piston/Helicopter	AOB 3,500’	2,000’	3,000’	2,000’
Turboprop/jet	AOB 4,000’	3,000’	4,000’	2,000’

Table 4. DAB Departure Frequencies

Engine Type	Departure Runway			
	7L/7R	25L/25R	16	34
Piston/Helicopter	DAB_F_APP (125.800)	DAB_F_APP (125.800)	DAB_F_APP (125.800)	DAB_F_APP (125.800)
Turboprop/jet[1]	**N BOUND:** DAB_M_APP (127.075) **S BOUND:** DAB_L_APP (118.850)	DAB_L_APP (118.850)	DAB_L_APP (118.850)	DAB_M_APP (127.075)

[1] Turboprop/jet aircraft requesting below 4,000’, use piston assignments.

Table 5. DAB Beacon Codes

Departure Flight Rules	Beacon Range (Low-High)
IFR	3001-3077
VFR	3001-3077

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 and our LOAs with neighboring ARTCCs.

2.3.2 IFR Routing

1. If aircraft will transition to the north, aircraft shall be assigned the ROYES# SID.
2. All routes must comply with LOA-approved standards between facilities.
3. Aircraft unable to accept SOP/LOA-approved routes or the ROYES# SID must not be cleared until coordination has occurred between all affected facilities.
4. All aircraft shall be *"Cleared as filed"* unless a route amendment is necessary.

2.3.3 IFR Departure Frequency

1. IFR departures shall be issued a departure frequency in compliance with Table 4.

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

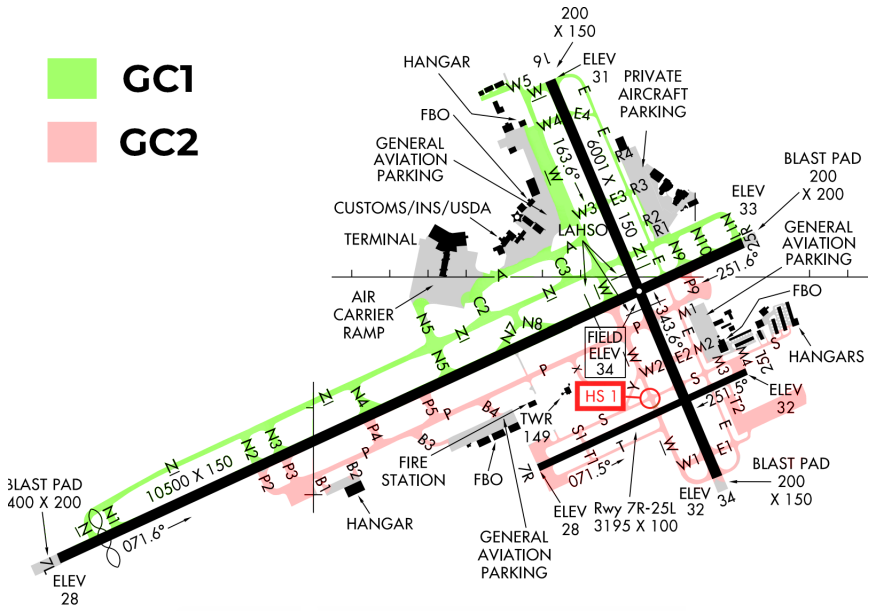
1. VFR Altitudes
    a. If aircraft are remaining in the pattern, issue the instruction *"Maintain VFR at or below"* with the altitude based on their aircraft type.
        i. Turbojets/props: 1,500 feet
        ii. Props: 1,000 feet
        iii. Helicopters: 500 feet
    b. If aircraft are not remaining in the pattern, reference Table 3 for appropriate VFR altitudes.
    c. VFR aircraft not remaining within the pattern shall be given a departure frequency. Reference Table 4 for appropriate departure frequencies.
2. Assign all VFR aircraft **NOT** remaining in the pattern a unique VFR beacon code. Reference Table 5 for appropriate beacon code assignments.

CHAPTER 3. GROUND CONTROL (GC)

3.1 Area of Responsibilities

1. GC1 and GC2 has control of all movement areas excluding the designated active runway(s).
2. The GC1 and GC2 areas of jurisdiction map are depicted in Figure 1.

Figure 1. GC1 and GC2 Areas of Jurisdiction Map



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 Ground Operations

1. The preferred ground traffic flow is southbound on Taxiway E and northbound on Taxiway W.
2. Under normal circumstances and unless coordinated otherwise, all taxiways are one-way taxiways.

3.4 Departures

1. During high volume scenarios and when Runway 7L/25R is the primary runway, taxi all northbound aircraft to Runway 7L/25R. All southbound aircraft and VFR pattern aircraft should be taxied to Runway 7R/25L, unless an operational advantage will occur or performance characteristics dictate otherwise.
2. GC must advise LC of all intersection departures verbally or through the chatbox.
    a. See Table 6 for intersection departure distances.
3. GC shall ensure pilots have obtained and reported the current ATIS prior to the aircraft being handed off to LC.

Table 6. Intersection Departure Distances

RWY 7L	RWY 7R	RWY 25L	RWY 25R	RWY 16	RWY 34
N: 10,000’	S/T1: 2,393’	T2: 2,816’	N9: 10,050’	E/W4: 5,460’	E/W1: 5,660’
N1: 9,600’	W: 1,267’	E: 2,550’	N8: 9,650’	E/W3: 4,100’	E/W2: 4,600’
N2: 7,400’		W: 1,713’	E: 9,150’	N: 3,300’	E/W3: 1,850’
N3: 7,100’			W: 8,500’	E/W2: 1,350’	E/W4: 500’
N4: 5,750’			N6: 7,500’	E/W1: 300’	
N5: 4,500’			N7: 6,900’		
N6: 3,650’			N5: 6,000’		
N7: 3,000’			N4: 4,750’		
W: 2,000’			N3: 3,400’		
E: 1,200’			N2: 3,050’		
N8: 850’			N1: 900’		
N9: 500’			N: 500’		

3.5 Split Ground Procedures

1. Transfer of Control Point
    a. The transfer of control point for northbound traffic is the hold short line south of Runway 7L/25R.
    b. The transfer of control point for southbound traffic is the north edge of Taxiway Papa at Taxiway Echo and Runway 16/34.
        i. GC1 must coordinate with GC2 for all other southbound crossings.
    c. If flight strips are in use, transfer strip prior to the aircraft reaching the transfer of control point.
2. Runway Crossings
    a. GC1 is responsible for Runway 7L/25R crossings.
    b. GC2 is responsible for Runway 7R/25L crossings.
    c. All active runway crossings must be approved verbally or through the chat box by LC.

3.6 Active Runway Operations

1. Except for runway crossings, GC must transfer communications to LC if an aircraft is to operate on an active runway.

3.7 ATIS

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

3.8 Handoffs

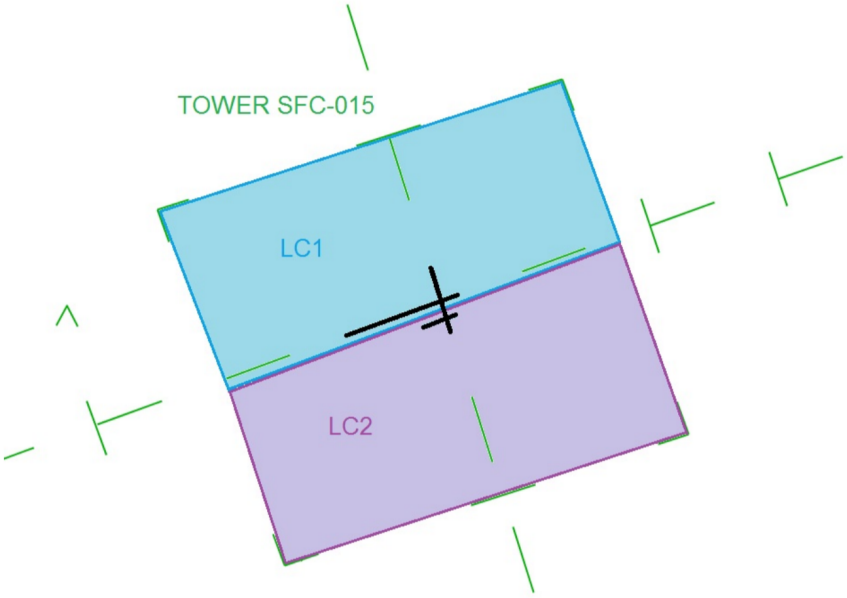
1. GC shall instruct aircraft to *"Contact Daytona Beach Tower (frequency)"* unless otherwise agreed upon by LC.

CHAPTER 4. TOWER/LOCAL CONTROL (LC)

4.1 Area of Responsibility

1. LC is divided into LC1 and LC2 as required for volume of GA traffic.
2. LC1 area of responsibility includes the airspace depicted in Figure 3. Airspace is defined as surface to 1,500 feet.
    a. LC1 shall be responsible for movements on Runway 7L/25R and Runway 16/34.
3. LC2 area of responsibility includes the airspace depicted in Figure 3. Airspace is defined as surface to 1,500 feet.
    a. LC2 shall be responsible for movements on Runway 7R/25L.

Figure 3. LC1 and LC2 Areas of Responsibility



4.2 Active Runway Selection

1. When the wind component is less than 10 knots, LC shall utilize Runways 7L/7R as the active runway. This is the preferred runway configuration.
    a. When Runway 7L/25R is the primary runway, Runway 16 is normally the secondary runway.
2. If the wind component is greater than or equal to 10 knots, runway selection shall be based on wind and other known factors that may affect the safety of takeoff/landing operations.
    a. Possible runway configurations can be found in Table 7.

Table 7. DAB Runway Configurations

Notes	Runway Configurations
	Primary: 7L/R Secondary: 16
	Primary: 7L/R Secondary: 34
	Primary: 7L/R
	Primary: 25L/R Secondary: 16
	Primary: 25L/R Secondary: 34
	Primary: 25L/R
These four configurations are designed for use when weather conditions dictate Runway 16 or 34 as the primary.	Primary: 34 Secondary: 7L/R
	Primary: 16 Secondary: 7L/R
	Primary: 34 Secondary: 25L/R
	Primary: 16 Secondary: 25L/R

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. When automatic departures are in effect, jet and turboprop departures shall be assigned a 070 heading in East operations, and a 250 heading in West operations. Prop departures shall be released on approved fan headings in accordance with table 8.

4.5 Turbojet/Turboprop Departure Headings

Primary RWY is 7L		**Primary RWY is 25R**	
Runway	Heading	Runway	Heading
7L	070	25R	250
16	070	16	250
34	070	34	250

*See Table 8 for Piston Fan Headings

Table 8. Prop Departure Fan Headings

Runway Configuration	LOCAL 1		LOCAL 2	
	Runway Delegation	Fan Headings	Runway Delegation	Fan Headings
7/34	7L & 34	030˚ to 070˚	7R	090˚ to 110˚
7/16	7L & 16	030˚ to 070˚	7R	090˚ to 110˚
NOTE-	*Approach Control must designate Runway 16 in the scratch pad if applicable.*			
				˚
25/34	25R & 34	250˚ to 290˚	25L	210˚ to 230˚
25/16	25R & 16	250˚ to 290˚	25L	210˚ to 230˚
Runway Configuration	**LOCAL 1**		**LOCAL 2**	
	Runway Delegation	Fan Headings	Runway Delegation	Fan Headings
NOTE-	*Approach Control must designate Runway 16 in the scratch pad if applicable.*			
16/7 (16/East)	*Departure Headings 030˚ to 110 and 160˚. This configuration is best suited for one local with CC staffed. Approach Control must designate Runway 7L in the scratch pad if applicable.*			
34/7 (34/East)	*Departure Headings 030˚ to 110˚. This configuration is best suited for one local with CC staffed. Approach Control must designate Runway 7L in the scratch pad if applicable.*			
34/25 (34/West)	*Departure Headings 210˚ to 290˚. This configuration is best suited for one local with CC staffed. Approach Control must designate Runway 25R in the scratch pad if applicable.*			
16/25 (16/West)	*Departure Headings 210˚ to 290˚ and 160.. This configuration is best suited for one local with CC staffed. Approach Control must designate Runway 25R in the scratch pad if applicable.*			

4.6 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. LC shall NOT change the approach sequence without coordination.

4.7 Go Around/Missed Approach Procedure

1. LC shall assign turbojet/turboprop aircraft runway heading and 3,000’.
2. LC shall assign piston aircraft runway heading and 2,000’.
3. All go arounds/missed approaches shall be coordinated with the Final Approach position.

4.8 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 heading 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.

4.9 Visual Tower

1. Daytona 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.

4.10 ATIS

1. LC1 shall manage the ATIS for KDAB.

4.11 Land and Hold Short Operations (LAHSO)

1. Land and Hold Short Operations on runway 7L, conducted simultaneously with operations on runway 16/34, and Land and Hold Short Operations on runway 16 conducted simultaneously with operations on runway 7L-R/25R-L, are authorized

Table 9. LAHSO Available Landing Distance (ALD)

Runway	LAHSO Point	ALD
16	RWY 7L/25R	2900 feet
7L	TWY W	7500 feet

CHAPTER 5. TRACON

5.1 Sector Table

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

Table 10. DAB TRACON Sectors

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
***H**	**High Arrival**	**DAB_H_APP**	**1H**	**5H**	**125.725**
M	MATEO Arrival	DAB_M_APP	1M	5M	127.075
L	LAMMA Arrival	DAB_L_APP	1L	5L	118.850
F	Final Arrival	DAB_F_APP	1F	5F	125.800

5.2 Sectorization Description

1. The primary "combined" radar position shall be **High Arrival**. No other sectors shall be staffed until the "combined" position is already in use.
2. Once **High Arrival** is in use, **High Arrival** may delegate a portion of its airspace to **MATEO Arrival** and **LAMMA Arrival**.
3. Once **MATEO Arrival** and **LAMMA Arrival** are in use, **MATEO Arrival** and **LAMMA Arrival** may delegate a portion of their airspaces to **Final Arrival**.

5.3 Procedures

5.3.1 VFR Aircraft

1. VFR aircraft entering the Class C airspace will be given a discrete beacon code.
2. During East Operations, TRACON shall send all VFR departures north or south along the shoreline until clear of the Class C airspace and provide a frequency change unless otherwise arranged.

5.3.2 Handoffs and Radar Tracking

1. Daytona 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.

5.3.3 Releases and Rolling Calls

1. TRACON sectors give automatic releases to all departures from Daytona 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.

5.3.4 Satellite Fields

1. TRACON must coordinate with the satellite fields' ATCTs listed in Table 11 prior to approving overflights through Class D airspace.

Table 11. Satellite Field Restrictions

Field	Restrictions
KEVB	Below 1,200'
KFIN	AOB 1,500'
KOMN	Below 1,200'

5.3.5 Sequencing

1. For piston aircraft, 2.5 NM separation may be applied between aircraft established on the final approach course to either Runway 7L or 25R within 10 NM of the landing runway when all provisions of the FAAO 7110.65 are met.

5.3.6 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 11,000 or less if filed.
4. Provide airspace for automatic departures, final radar, and missed approaches on all runways.

5.3.7 Arrival Procedures

1. **Final Arrival** is responsible for establishing the approach sequence for all arrivals. Use Table 12 for determining arrival runway assignments.

Table 12. DAB Arrival Runway Assignments

Runway	Assign To
7L/25R	Turbojet/prop arrivals **and** VFR arrivals from the north
7R/25L	VFR arrivals from the south
16/34	When designated as the primary runway

2. All arriving/enroute aircraft shall be vectored as not to conflict with departing aircraft.
3. Communications transfer of arriving aircraft to LC must be accomplished no later than five nautical miles from the end of the arrival runway.
4. 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.
5. 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.
6. Coordinate with LC for any aircraft conducting approaches to other runways than the active arrival runway(s) in use.

5.4 Departure Flow

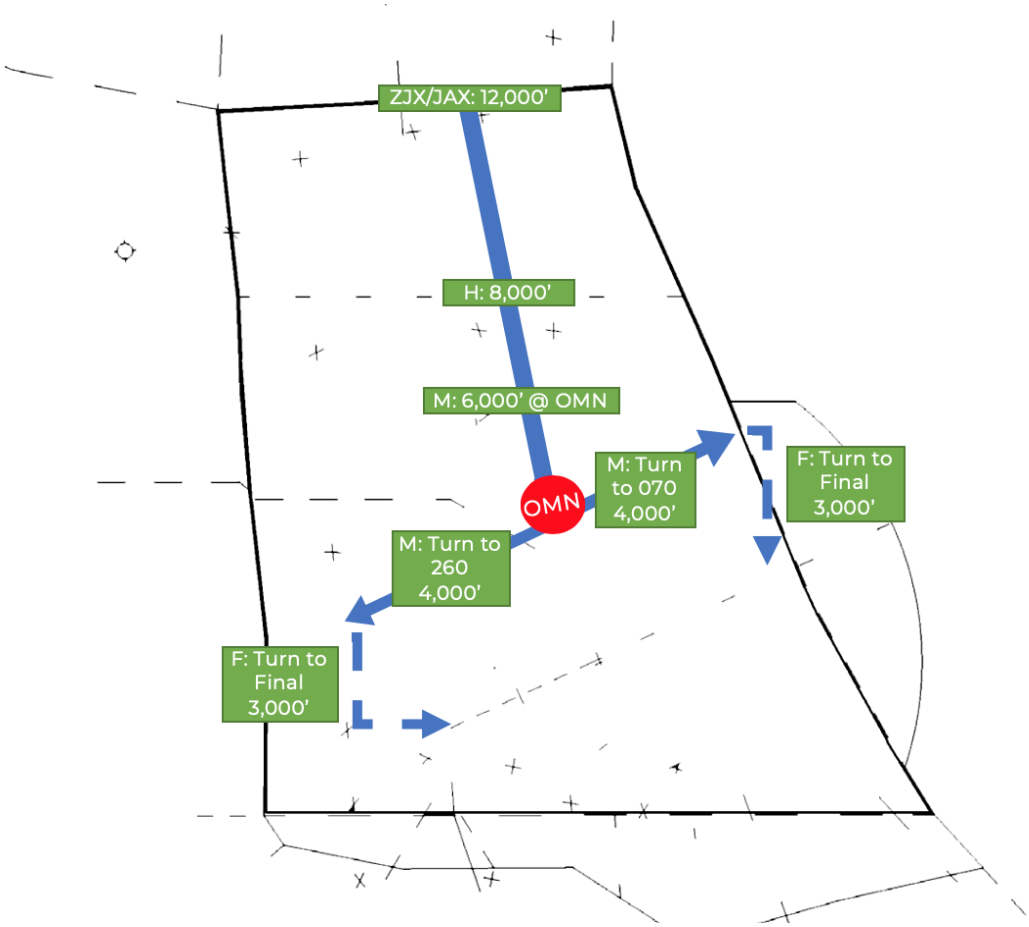
1. During standard operations, aircraft shall be assigned runway heading climbing to their initial altitude.
    a. Aircraft who filed a cruise altitude below 4,000' will contact **Final Arrival**.
    b. Aircraft who filed a cruise altitude at or above 4,000' will contact **MATEO Arrival** or **LAMMA Arrival** depending on departure direction.
2. **Final Arrival** shall climb aircraft to their cruise altitude and turn departure aircraft on course as soon as practical.
3. **MATEO Arrival** and **LAMMA Arrival** shall climb aircraft to 7,000' and turn departure aircraft on course as soon as practical.
4. If aircraft's cruise altitude is above 7,000', **MATEO** and **LAMMA Arrival** shall hand-off to **High Arrival**.
    a. **High Arrival** shall climb departure aircraft to 11,000' and ensure aircraft are on course prior to hand-off to neighboring TRACONs or enroute positions.

5.5 Arrival Flow

5.5.1 North Arrival Flow

1. Enroute control and JAX TRACON will assign arrival aircraft to cross 15 NM north of OMN at 12,000' or TTHOR via the TTHOR# STAR at 12,000' and hand-off to **High Arrival**.
2. **High Arrival** shall assign aircraft direct OMN and decent to 8,000' and hand-off to **MATEO Arrival**.
3. **MATEO Arrival** shall instruct aircraft to cross OMN at 6,000'.
4. **MATEO Arrival** shall turn aircraft heading 070 or 260 (depending on airport operations) at OMN and descend aircraft to 4,000'. Afterwards, **MATEO Arrival** will hand-off to **Final Arrival**.
5. **Final Arrival** shall descend aircraft to 3,000' and enter aircraft onto final.
6. Arrivals into F11 via the TTHOR# STAR shall be descended to 5000' by LOKII and transferred to the appropriate F11 Satellite Sector.

Figure 4. North Arrival Flow



5.5.2 South Arrival Flow

1. F11 TRACON will assign arrival aircraft to cross the TRACON border at no higher than 6,000'. F11 will hand-off to **LAMMA Arrival**.
2. **LAMMA Arrival** shall descend aircraft to 4,000'.
3. **LAMMA Arrival** shall turn aircraft onto a downwind leg heading 070 or 260 (depending on airport operations). Afterwards, **LAMMA Arrival** will hand-off to **Final Arrival**.
4. **Final Arrival** shall descend aircraft to 2,000' and enter aircraft onto final.

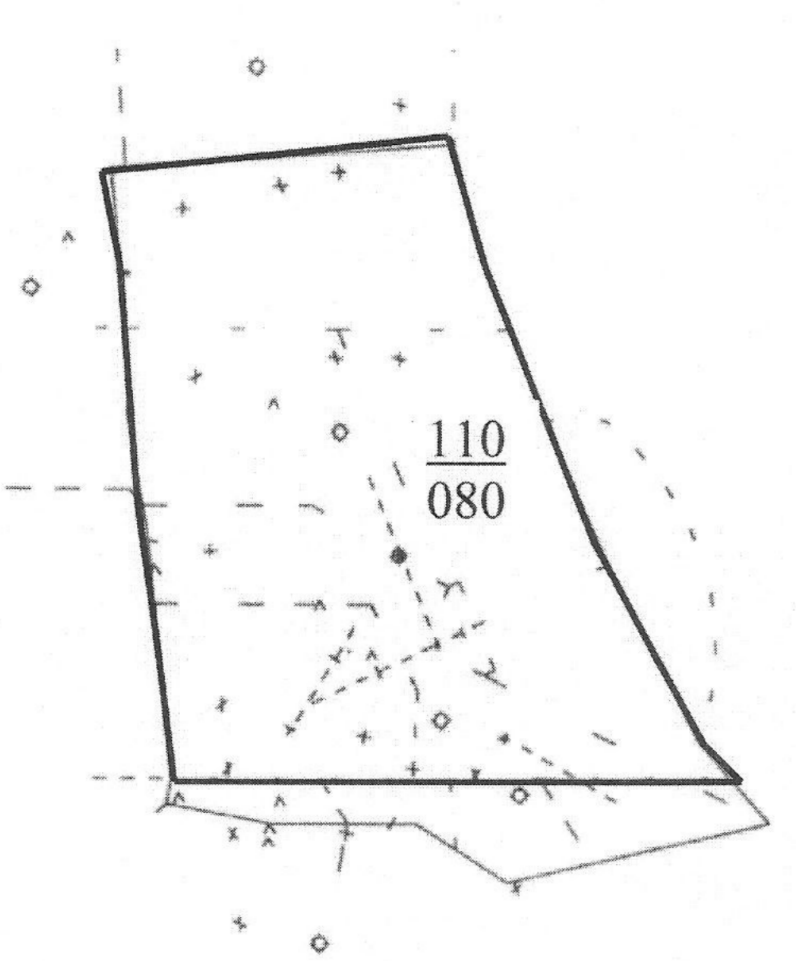
Figure 5. South Arrival Flow

5.6 Sectors

5.6.1 High Arrival Sector

1. High Arrival is responsible for the safe and expeditious movement of air traffic within the delegated airspace (see Figure 6).

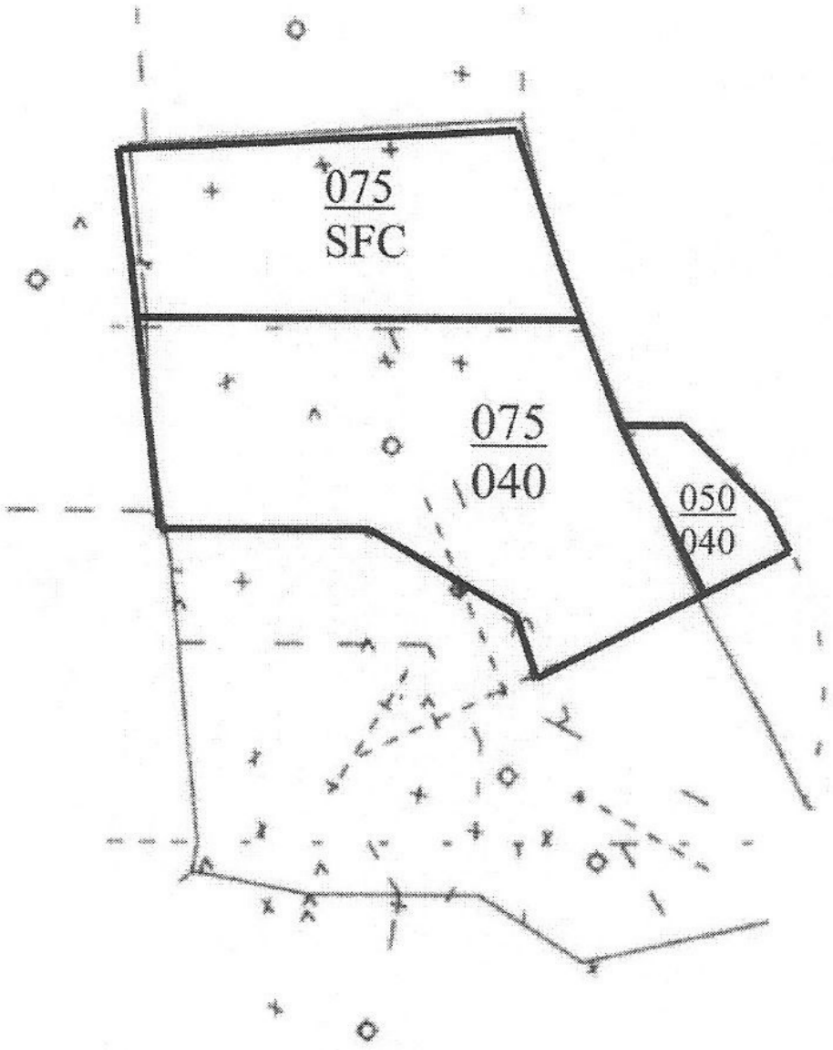
Figure 6. High Arrival Area of Responsibility



5.6.2 MATEO Arrival Sector

1. MATEO Arrival is responsible for the safe and expeditious movement of air traffic within the delegated airspace (see Figure 7).

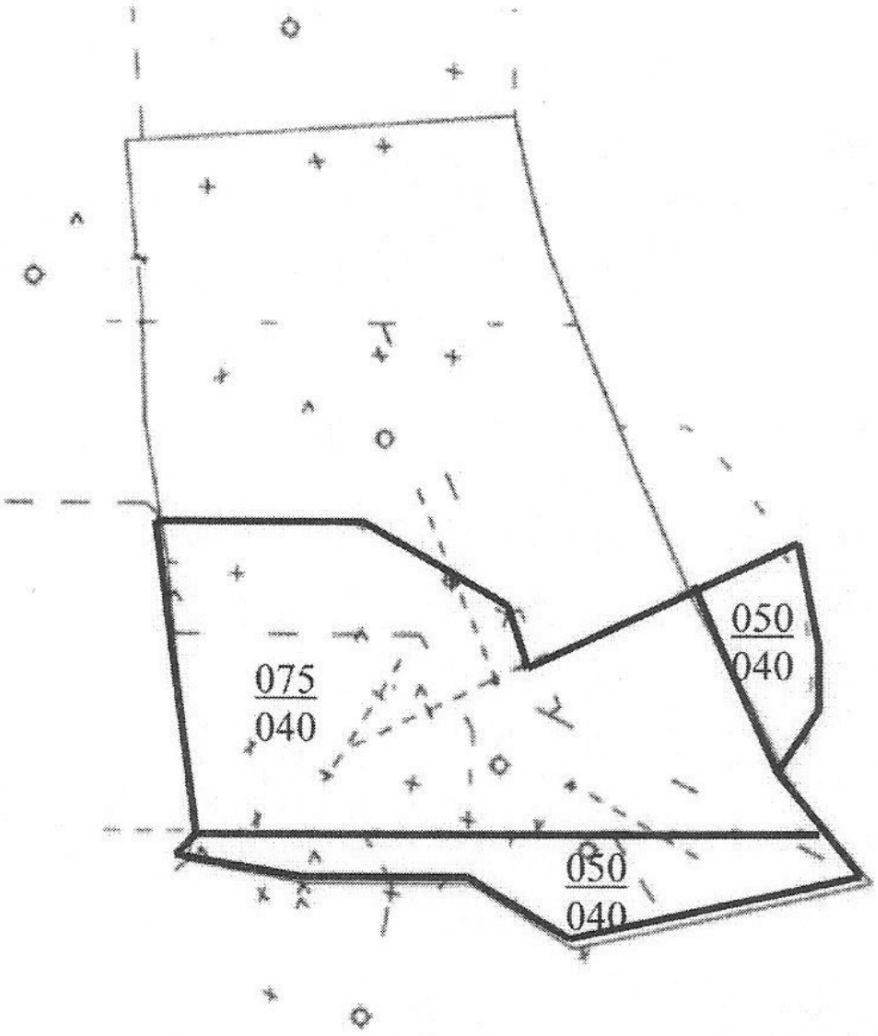
Figure 7. MATEO Arrival Area of Responsibility



5.6.3 LAMMA Arrival Sector

1. LAMMA Arrival is responsible for the safe and expeditious movement of air traffic within the delegated airspace (see Figure 8).

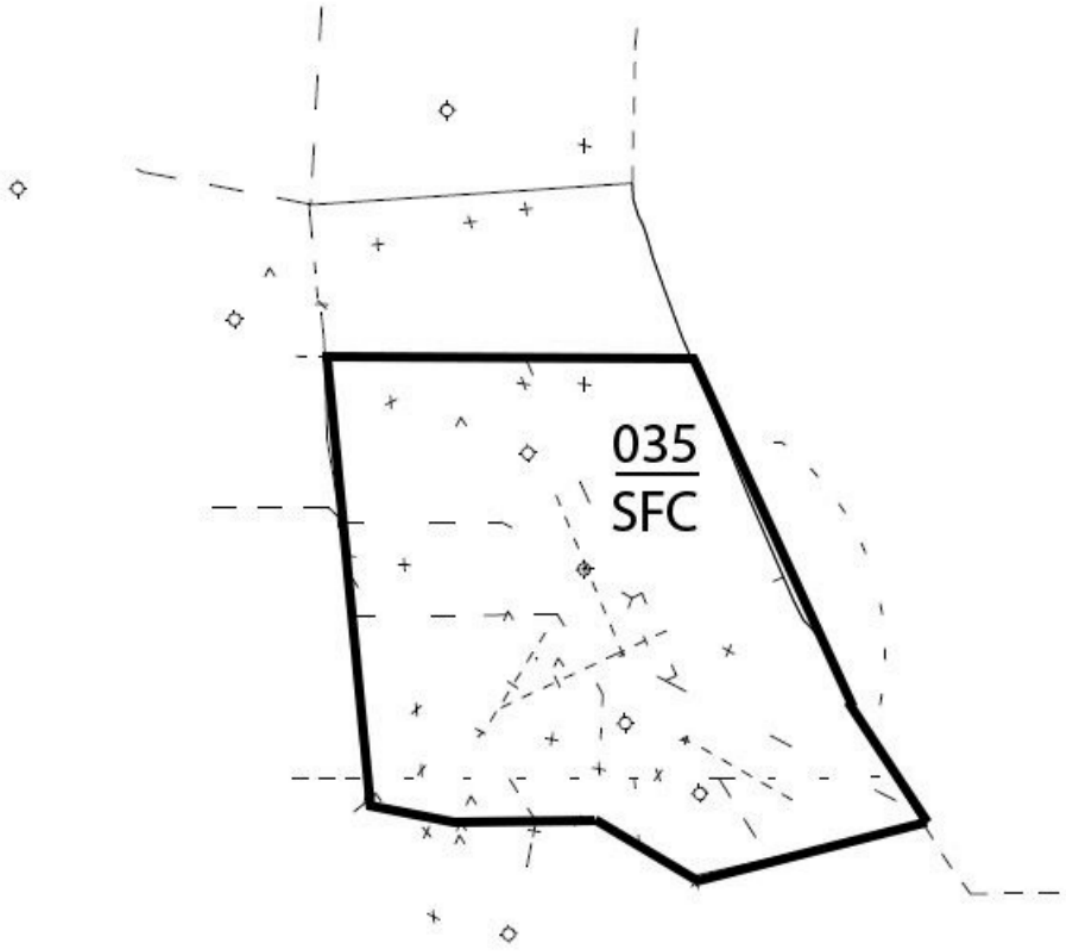
Figure 8. LAMMA Arrival Area of Responsibility



5.6.4 Final Arrival Sector

1. Final Arrival is responsible for the safe and expeditious movement of air traffic within the delegated airspace (see Figure 9).

Figure 9. Final Arrival Area of Responsibility



CHAPTER 6. SATELLITE FIELDS

6.1 Satellite Fields

1. Satellite Fields are defined as the following fields:
    a. KEVB - New Smyrna Beach Municipal Airport
    b. KFIN - Flagler Executive Airport
    c. KOMN - Ormond Beach Municipal Airport

6.2 IFR Clearances

1. All routes must comply with LOA-approved standards between facilities.
2. Aircraft unable to accept LOA-approved routes SIDs must not be cleared until coordination has occurred between all affected facilities.
3. Aircraft shall be cleared as filed unless otherwise coordinated with the TRACON controller.
4. Aircraft departing from satellite airports shall receive an initial altitude of 2,000'.

6.3 Departure Releases

1. All departing aircraft must receive a release from the appropriate TRACON controller.
    a. IFR/SVFR departures should receive a departure heading to remain clear of KDAB traffic. If no departure heading is specified, aircraft shall be released on runway heading.
    b. VFR aircraft will never be assigned a departure heading outside of Class C and B airspace and should be given pattern exit instructions as normal.

6.4 VFR Departures

1. Unless VFR aircraft are receiving flight following, they shall be instructed to squawk VFR and sent to UNICOM/CTAF once clear of conflict after departure.