Jacksonville ARTCC

TLH ATCT/TRACON
Standard Operating Procedures

Document Number	ZJX-8
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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Tallahassee Air Traffic Control Tower (TLH 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-8.A
01/01/2021	Yearly Revision	Maxine Grooms/ ZJX-8.C

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CHAPTER 1. OPERATIONAL POSITIONS

Table 1. TLH ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Clearance Delivery	Tallahassee Clearance Delivery	TLH_DEL	1	8D	126.650
Ground	Tallahassee Ground	TLH_GND	1	8G	121.900
Tower	Tallahassee Tower	TLH_TWR	1	8T	118.700

Table 2. TLH TRACON Operational Positions

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
***RE**	**Radar East**	**TLH_E_APP**	**1E**	**8E**	**135.800**
RW	Radar West	TLH_W_APP	1W	8W	128.700
RF	Radar Final	TLH_F_APP	1F	8F	133.850

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 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.

2.2.3 Departure Frequency

1. The departure frequency shall be determined based on the TRACON configuration and aircraft's initial fix.
2. The departure frequency should be coordinated at the beginning of the shift or when additional TRACON sectors are opened/closed.

2.2.4 Facility Beacon Codes

1. All departing aircraft shall be assigned a unique beacon code in compliance with Table 3.

Table 3. TLH ATCT Beacon Codes

Departure Flight Rules	Beacon Range (Low-High)
IFR	1551-1577

VFR	1551-1577

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 2,000 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 3.

CHAPTER 3. GROUND CONTROL (GC)

3.1 Area of Responsibilities

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

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.

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. GC must transfer communications to LC if an aircraft is to operate on an active runway.

3.6 Handoffs

1. GC shall instruct aircraft to *"Contact Tallahassee 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 TLH field from surface up to and including 2,000 feet.
2. LC has responsibility to control 3,000 feet and below in the published departure corridors.
3. LC has responsibility to control 3,000 feet and below 1 ½ miles either side of the extended centerline within 5 miles of the departure end of the automatic departure runways.

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. Runway 18 is designated as the calm wind runway.

4.3 Departure Procedures

1. LC will provide separation for aircraft in the LC airspace.
2. LC shall provide initial radar separation between successive departures.
3. When automatic departures are in effect, IFR jet/turbojet departures shall be released on runway heading climbing to 3,000 feet.
4. LC has the option to assign all piston aircraft runway heading or a fanned heading that will conform to the applicable departure corridor.

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 Approaches
    a. Issue special instructions as verbally coordinated with the TRACON.
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. In order for automatic releases to be authorized, procedures in Section 4.3 of this document shall be followed.
3. Departure releases must be obtained if automatic releases are suspended by TRACON.

4.8 Visual Tower

1. Except as defined in 4.3.2, Tallahassee 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 KTLH.

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

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

Table 6. TLH TRACON Sectors

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
***RE**	**Radar East**	**TLH_E_APP**	**1E**	**10E**	**135.800**
RW	Radar West	TLH_W_APP	1W	10W	128.700
RF	Radar Final	TLH_F_APP	1F	10F	133.850

5.2 Sectorization Description

1. The primary “combined” radar position shall be **RE**. No other sectors shall be staffed until the “combined” position is already in use.
2. Once **RE** is in use, **RE** may delegate a portion of its airspace to **RW**.
3. Unless otherwise coordinated, **RW** and **RE** are responsible for areas depicted in Section 5.3.
4. **RW** and **RE** provide overflight services and approach sequence to aircraft landing in the Tallahassee ATCT airspace.
5. **RW** area of jurisdiction is the west quadrant of the airspace as depicted in Section 5.3, surface to 10,000 feet MSL. **RW** is responsible for departure control for westbound traffic.
    a. AOR will change based on coordinated split (E/W; Fig. 1, or N/S; Fig 2.)
6. **RE** area of jurisdiction is the east quadrant of the airspace as depicted in Section 5.3, surface to 10,000 feet MSL. **RE** is responsible for departure control for eastbound traffic.
    a. AOR will change based on coordinated split (E/W; Fig. 1, or N/S; Fig 2.)
7. **RE** and **RW** may delegate a portion of their airspaces to **RF**, once both are in use.
    a. **RF** area of jurisdiction is the center of the airspace as depicted in Section 5.3 Figure 2, surface to 2,000 feet MSL. **RF** is responsible for sequencing arrival aircraft.

5.3 Airspace Diagrams

Figure 1. TLH TRACON East/West Split

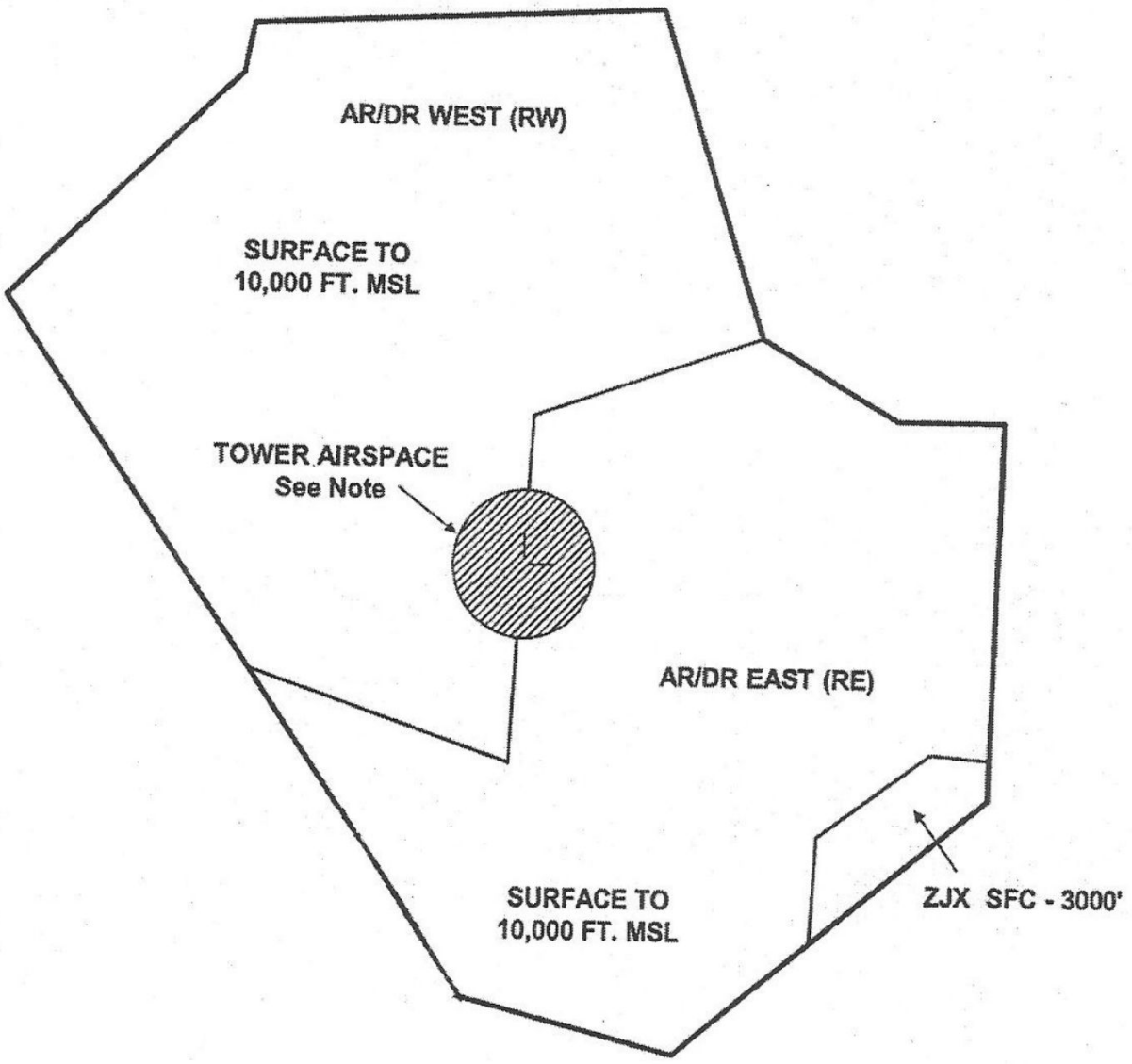
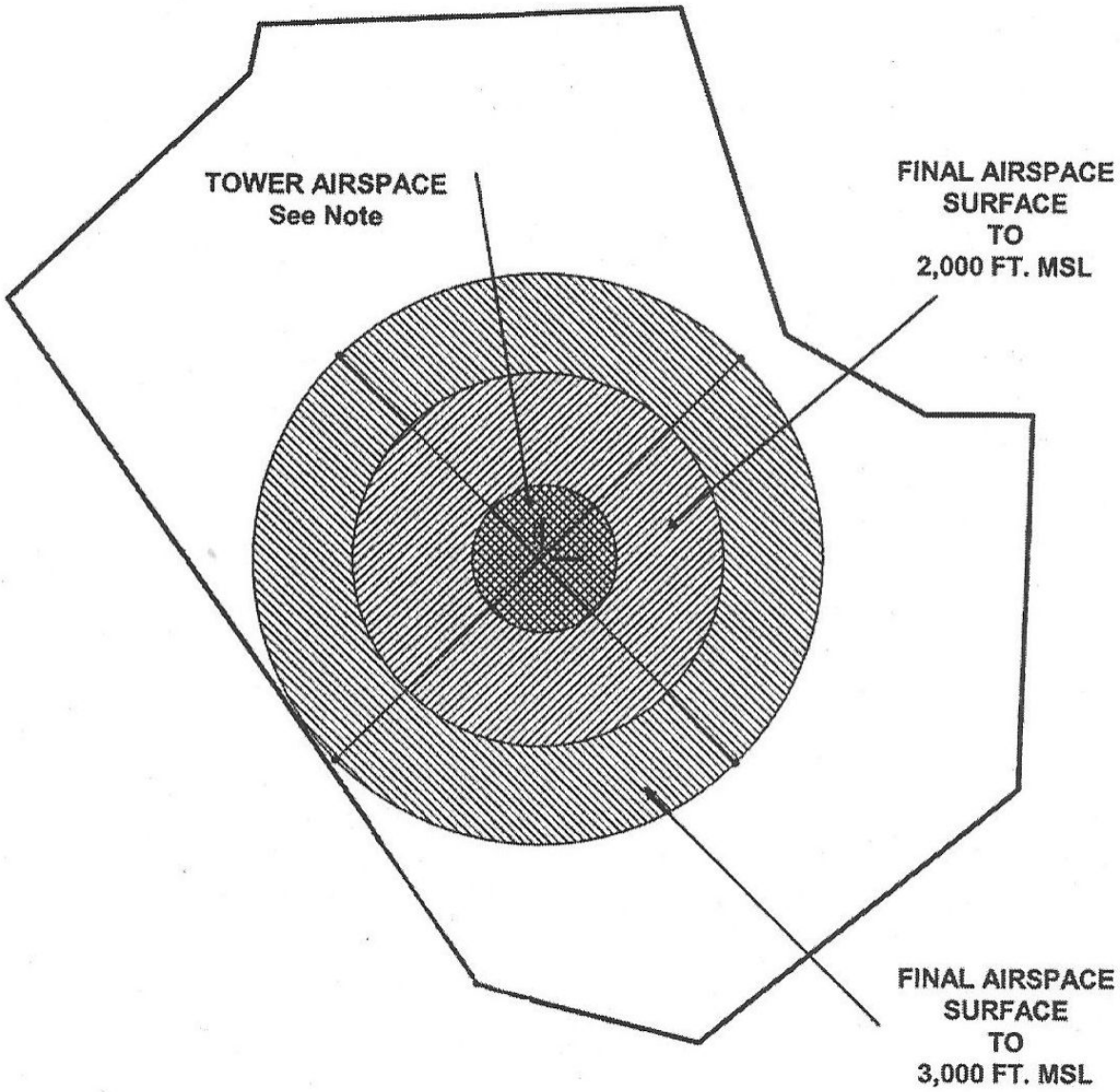


Figure 2. TLH TRACON Final Airspace



Note: Tower Airspace is 5 mile radius of the airport, 2000 ft MSL and below plus 3000 ft MSL and below 1 ½ miles either side of the extended centerline within 5 miles of the departure end of the automatic departure runways.

5.4 Procedures

5.4.1 VFR Aircraft

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

5.4.2 Handoffs and Radar Tracking

1. Tallahassee ATCT is a VFR tower. No radar handoffs shall be initiated to LC.
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 Tallahassee 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.
4. Provide airspace for automatic departures and radar final.
5. Provide 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 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.