



Jacksonville ARTCC

PNS ATCT

Standard Operating Procedures

Document Number	ZJX-9
Version	B
Effective Date	01/01/2021

DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Pensacola Air Traffic Control Tower (PNS 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-9.A
01/01/2021	Yearly Revision	Maxine Grooms/ ZJX-9.B

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CHAPTER 1. OPERATIONAL POSITIONS

Table 1. PNS ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Delivery	Pensacola Clearance Delivery	PNS_DEL	1	9D	123.725
Ground	Pensacola Ground	PNS_GND	1	9G	121.900
Tower	Pensacola Tower	PNS_TWR	1	9T	119.900

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. PNS Assigned Altitudes

Aircraft Type	VFR	IFR
Jet/Turboprop	AOB 3,000'	3,000'
Piston/Helicopter	AOB 1,700'	1,700'

Table 4. PNS Departure Frequencies

Departure Runway/Airport Configuration		
South Configuration	North Configuration	Runway 26
E-AR (119.000)	Based on direction of flight... East: E-AR (119.000) West: W-AR (118.600)	W-AR (118.600)

Table 5. PNS 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. 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 unable to accept LOA-approved routes or the aforementioned SIDs must not be cleared until coordination has occurred between all affected facilities.

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.

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 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 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.

3.4 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

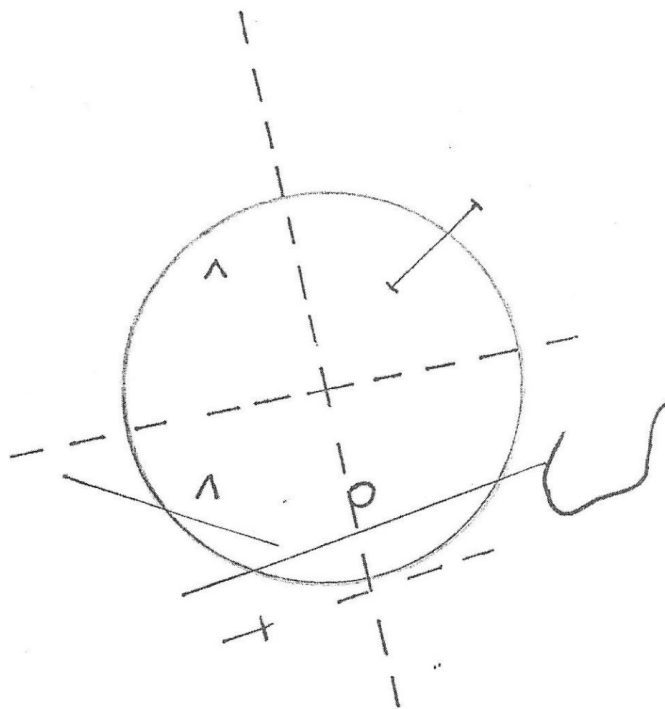
1. GC shall instruct aircraft to *“Contact Pensacola Tower (frequency)”* unless otherwise agreed upon by LC.

CHAPTER 4. TOWER/LOCAL CONTROL (LC)

4.1 Area of Responsibility

1. LC has responsibility for a four mile radius from the intersection of Runways 17/35 and 8/26, surface to and including 1,700 feet MSL.
 - a. When NPA Runway 25 is designated as the active, LC's area of responsibility excludes the airspace 1 ½ nautical miles north of the NPA Runway 25 final (see Figure 1).

Figure 1. Pensacola ATCT Area of Responsibility



4.2 Active Runway Selection

1. Runway 17 is designated as the calm wind runway.
2. Runway 17/35 are the primary runways. Runway 8/26 are the alternate runways.
3. Arrivals to Runway 26 are for **emergencies only** and should not be used during normal operations for arrivals.

4.3 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, departures shall be released on approved headings outlined in Table 6, climbing to an approved altitude listed in Section 2.2.

Table 6. PNS Departure Headings

Runway	Type	Heading	Conditions
17	Jets/Turboprops	170	N/A
35	Jets/Turboprops	340	On course heading 171-350
35	Jets/Turboprops	360	On course heading 351-170
26	Jets/Turboprops	270	N/A
08	Jets/Turboprops	080	N/A
17	Piston	140	NPA active not Runway 25
17	Piston	080	NPA active Runway 25
35	Piston	320	On course heading 171-350
35	Piston	020	On course heading 351-170
26	Piston	290	N/A
08	Piston	060	On course heading 270-079
08	Piston	080	On course heading 080-269, NPA active Runway 25
08	Piston	100	On course heading 080-269, NPA active not Runway 25

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.

4.5 Go Around/Missed Approach Procedure

1. LC shall assign IFR aircraft runway heading and 2,000 feet except during the following situations:
 - a. In the event of an unplanned missed approach on Runway 17 **AND** NPA is landing Runway 25, LC shall assign an immediate left turn heading 080 and climb to 1,700 feet.
 - b. In the event of an unplanned missed approach on Runway 26 **AND** NPA is landing Runway 19, LC shall assign an immediate left turn heading 170 and climb to 1,700 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 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 Radar Tower

1. LC will receive radar handoffs from TRACON for all aircraft inbound on final. LC shall not terminate aircraft until they have completely landed at the airport.

2. LC shall radar identify and track VFR aircraft that plan to leave the tower airspace below 1,700 feet and do not request VFR flight following. VFR aircraft with a requested altitude of 1,700 or greater shall be handed off to TRACON after takeoff.
3. LC shall not modify scratch pad or temporary altitudes of any aircraft.
4. Missed approaches will require a radar handoff to the appropriate TRACON controller with coordination outlined in Section 4.5.

4.9 ATIS

1. LC shall manage the ATIS for KPNS.

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 at intersections.

4.11 Land and Hold Short (LAHSO) Procedures

1. LAHSO operations are not authorized at PNS.