ORDER

MSY 7110.1V

New Orleans

Standard Local Operating Procedures

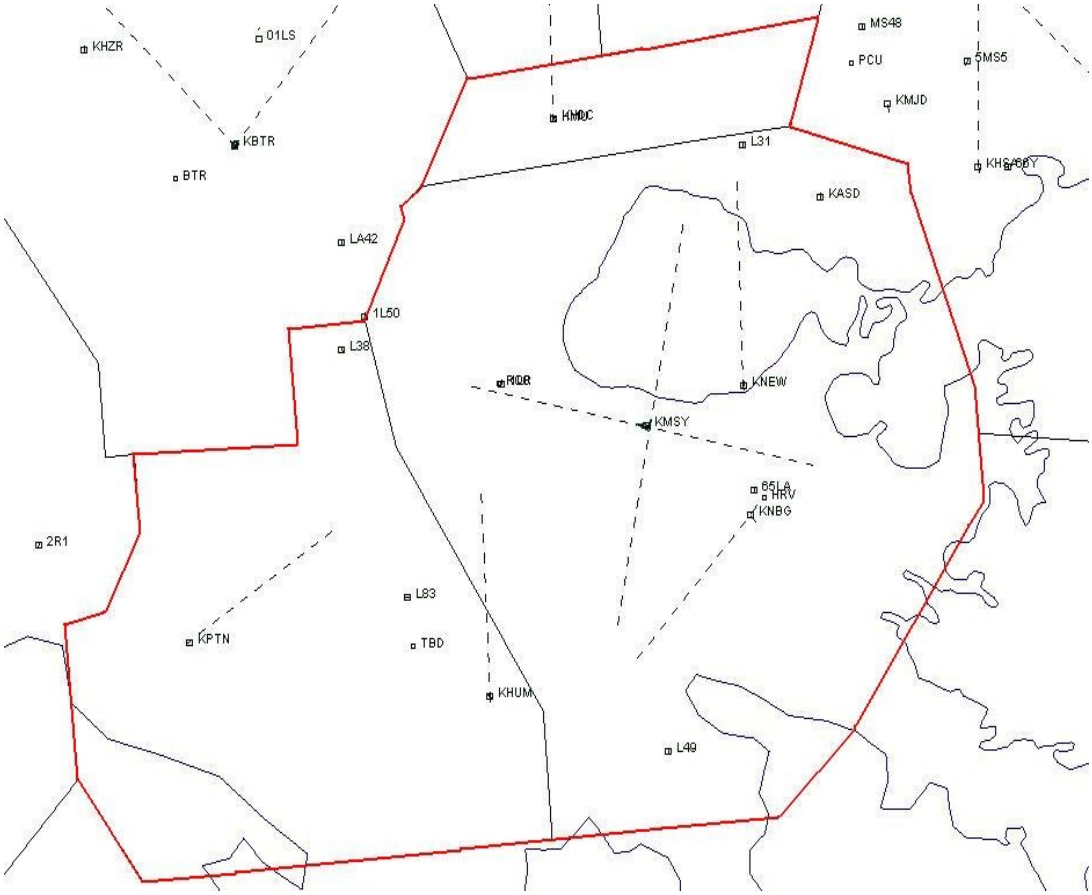
Rev 3 December 7, 2011

Foreword

This order defines the duties and responsibilities for personnel providing air traffic control services at New Orleans on the Virtual Air Traffic Simulation Network . Guidance contained herein is supplemental to any VATSIM, VATUSA, or VATNA directives. Personnel are required to be familiar with the provisions of this SOP that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by it.

Kevin Copeland
Air Traffic Manager
Houston Air Route Traffic Control Center

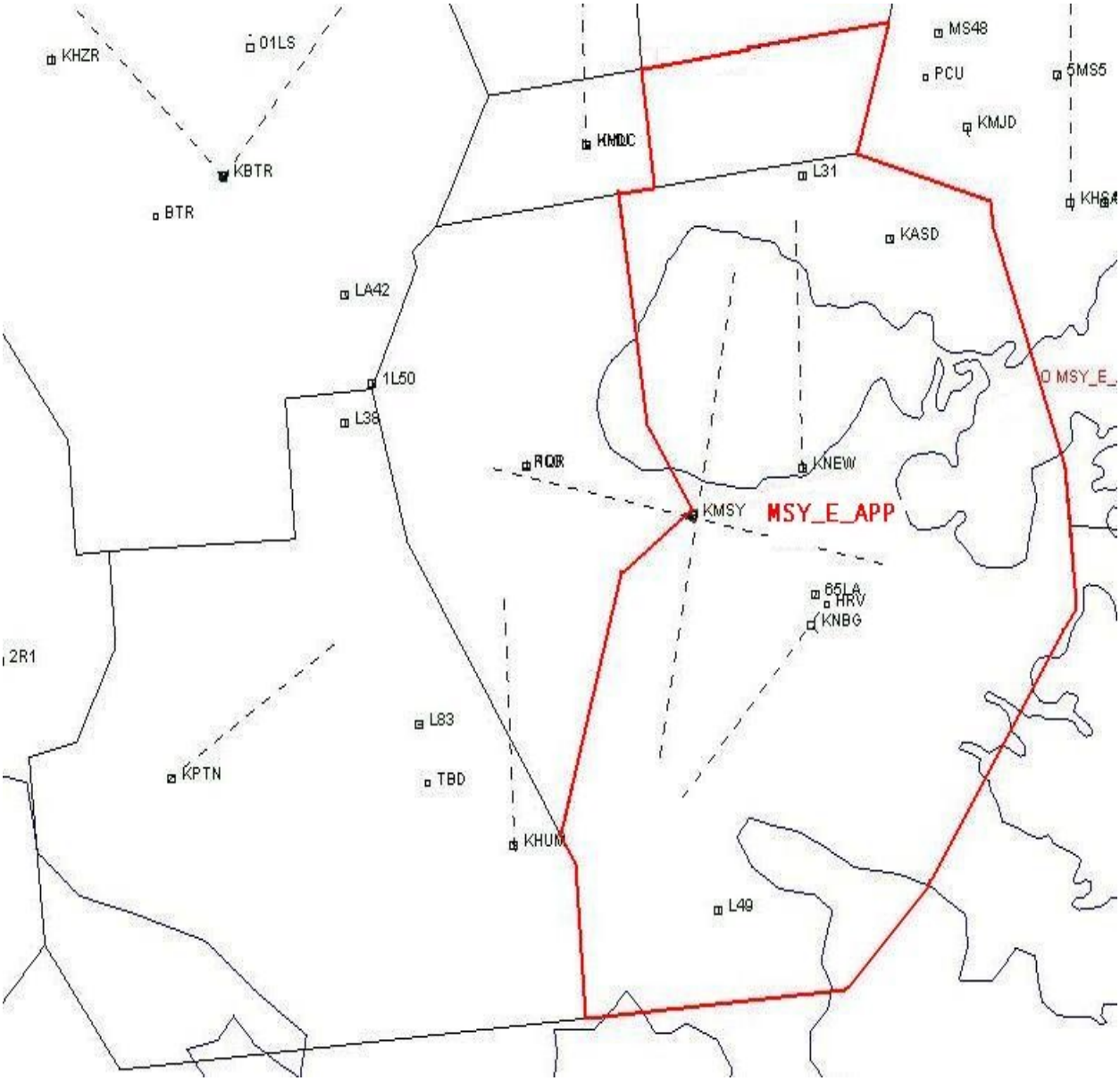
New Orleans Approach airspace



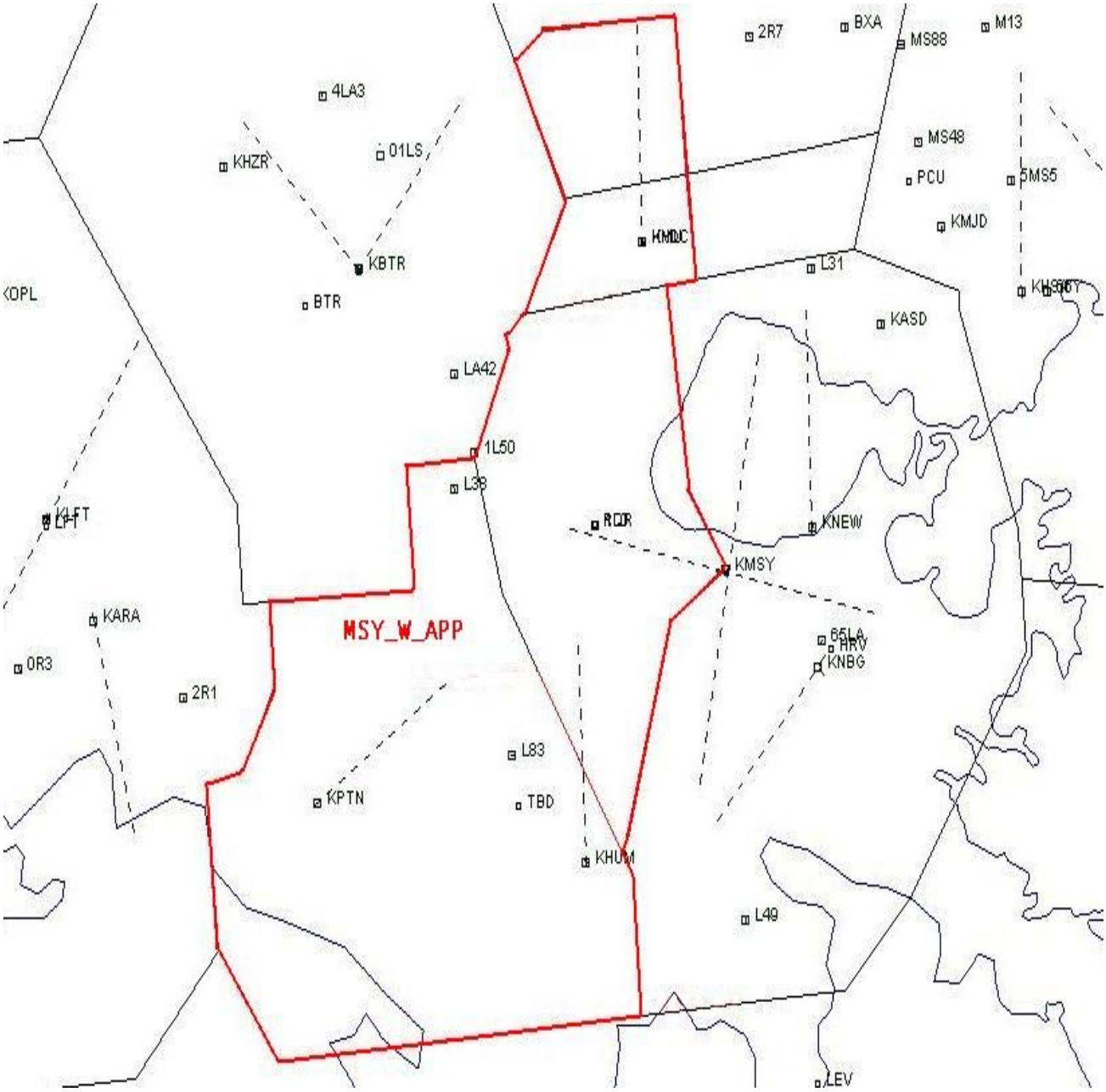
The New Orleans approach airspace is the section of airspace that encompasses mainly the New Orleans Airport (referred to in this document as KMSY), Lakefront Airport (referred to in this document as KNEW), New Orleans Naval Air Station Joint Reserve Base (referred to in this document as KNBG), Harry Williams Memorial Airport (referred to in this document as KPTN), Hammond Northshore Regional Airport (referred to in this document as KHDC). At its longest point, the airspace covers approximately 115 nautical miles laterally. The New Orleans approach airspace extends vertically from SFC to 15,000 ft. at its highest point. The main airspace that encompasses the KMSY airport extends vertically from SFC to 15,000 ft. The airspace that encompasses KPTN and KHDC extends vertically from SFC to 10,000 ft.

Airspace Delegation

East approach sector:
Operations frequency 133.150



West approach sector*:
Operations frequency 125.500



* When the two positions are combined this sector becomes MSY_APP.

CHAPTER 1. GENERAL

SECTION 1. GENERAL

1-1-1. PURPOSE

This order prescribes air traffic control procedures and defines duties and responsibilities for use by personnel at New Orleans. Guidance contained herein is supplemental to VATSIM, VATUSA and VATNA directives. Personnel are required to be familiar with the provisions of this handbook and to exercise their best judgment when encountering situations not covered.

1-1-2 DISTRIBUTION

This order shall be distributed to all vZHU operational personnel

1-1-3 EFFECTIVE DATE

This order is effective December 7, 2011

1-1-4 CANCELLATION

All other New Orleans SOP's are canceled following the effective date of this order.

1-1-5 ABBREVIATIONS

As used in this manual, the abbreviations in TBL 1-1-2 have the meaning as indicated

Abbreviation	Meaning
CD	Clearance Delivery
CIC	Controller-in Charge
FD	Flight Data
AD	Arrival Data RADAR
FDIO	Flight Data Input Output
GC	Ground Control
GI	General Information
HP	Houma / Patterson
LC	Local Control
Lcl	Local time

TBL 1-1-2

CHAPTER 2. GENERAL CONTROL PROCEDURES

SECTION 1. GENERAL

2-1-1 TRANSFER OF CONTROL

The transferring controller shall issue applicable restrictions prior to communications transfer. In the absence of any restrictions, transfer of communications shall constitute the following to the receiving controller:

a. For aircraft landing in New Orleans Approach Airspace:

1. Control for turns toward the destination airport
2. Control for descent

b. For aircraft departing from an airport in New Orleans Approach Control Airspace

1. Control for turns toward departure gate/filed route
2. Control for climb

c. For overflight aircraft, control for turns on course.

2-1-2 TRANSFER OF COMMUNICATIONS

Prior to transferring communications to New Orleans Tower or Lakefront Tower, ensure an aircraft is contained within the MSAW aural alarm area for that tower. Aural Alarm Areas are defined in Appendix C.

a. New Orleans arrivals – Transfer communications to LC on New Orleans arrivals when the aircraft is:

1. 4000 feet MSL or lower and;
2. For straight in arrivals (established on final) within the mileage specified in TBL 2-1-1
3. For base or downwind arrivals, the flight path will remain within the area depicted in Appendix C.

b. Lakefront arrivals – Transfer communications to Lakefront tower when the aircraft is:

1. 3000 feet MSL or lower
2. For straight in arrivals (established on final) within the mileage specified in TBL 2-1-2
3. For base or downwind arrivals, the flight path will remain within the area depicted in Appendix C.

RUNWAY	SHALL BE SWITCHED PRIOR TO	BUT NOT PRIOR TO
1	7 NM	16 NM
10	7NM	20 NM
19	7 NM	14 NM
28	7 NM	10 NM

TBL 2-1-1

RUNWAY	NOT PRIOR TO
18	11 NM
36	9 NM

TBL 2-1-2

2-1-3 MINIMUM VECTORING ALITUDE

The facility minimum vectoring altitude is depicted via radar client diagrams and Appendix F

2-1-4 RUNWAY CROSSING

a. All active runway crossing shall be coordinated between GC and LC.

b. Abbreviated coordination procedures allows for position identifiers and operating initials to be omitted. These procedures may only be utilized during active runway crossing situations and phraseology shall be in accordance with JO 7110.65

c. GC shall complete all coordinated runway crossings prior to relinquishing or signing off a position.

SECTION 2. RADAR CLIENT PROCEDURES

2-2-1 TEMP ALTITUDES

Temporary altitude of the full data block (FDB) shall be used to display altitude data . The altitude data shall be entered in the FDB prior to initiating an intra facility hand-off. Exception: IFR departures which already have the requested altitude and departure gate in the scratch pad of the FDB.

2-2-2 DEPARTURE GATE ASSIGNMENT / SCRATCHPAD ENTRIES

a. The first character in scratch pad of the Full Data Block shall indicate the appropriate departure gate/route. The second and third characters will indicate the requested altitude. The altitude and departure route will alternately time share with the mode "C" readout (See TBL 2-2-1).

ID	GATE	ID	GATE
A	TICKS	S	SULPA
W	WALKE	K	SNAKI
T	TIBBY	H	PCU
V	VALEN	F	FRANK

TBL 2-2-1

2-2-3 VFR DEPARTURE SCRATCHPAD ASSIGNMENT

Scratch pad entries of the FBD:

a. VFR aircraft requesting and altitude below 10,000 feet shall have a gate designator listed in TBL 2-2-1 to indicate a general direction of flight followed by the requested altitude entered in the last two digits.

b. VFR aircraft requesting above 10,000 feet shall have the gate designator (listed in TBL 2-2-1) indicating a general direction of flight and 99 entered into the last two characters.

NOTE – *Departure gate designators for VFR flights indicate a general direction of flight.*

2-2-4. LANDING RUNWAY

Scratch Pad FDB shall be used to coordinate with LC when more than one arrival runway is advertised. Operations to a non-ATIS arrival runway require verbal coordination. All opposite direction arrival operations require verbal coordination.

EXAMPLE

R19 R10 R28 R1

2-2-5. VFR PRACTICE APPROACHES

VFR aircraft conducting practice instrument approaches at all airports in approach control airspace shall have the three letter type of approach entered in scratch pad

EXAMPLE

ILS LOC DME VOR GPS NDB ASR PAR TAC

NOTE – *One exception: An RNAV (GPS) approach shall be entered as "GPS".*

CHAPTER 3. POSITION RELIEF BRIEFING

3-1-1. POSITION RELIEF BRIEFING

1.The CIC, and control personnel shall use the appropriate checklist listed in Appendix I

2. The relieving controller shall plug into a position and state the word “monitoring”

Example: “TD monitoring.”

3. The relieving controller shall then monitor and observe the control position for at least two (2) minutes before receiving the position relief briefing. Following the monitoring period, the controller being relieved shall brief the relieving controller. The relieving controller shall state the words “position assumed”

4. The relieved controller shall plug into a position and monitor, observe, and remain actively engaged in the control position for at least two (2) minutes after completing the position relief briefing. This is to ensure all pertinent information has been transferred, all traffic situations have been communicated and understood, and all conflicts have been resolved.

5 If OTS is being conducted it is the responsibility of the instructor on the position to complete the relief briefing.

CHAPTER 4. RUNWAY USAGE
SECTION 1. INFORMAL RUNWAY USE PROGRAM

4-1-1. GENERAL

a. These procedures are applicable to all turbojet aircraft.

b. The following runways at New Orleans are considered to be noise sensitive:
1 Landing Runway 28.
2 Landing Runway 19 between 2200 and 0600 lcl.
3 Departing Runway 1 and 10.

c. Noise sensitive Advisory:
1 Issue to each pilot requesting a noise sensitive operation on other than the ATIS runway.
PHRASEOLOGY-
"(IDENT), RUNWAY (NUMBER) IS NOISE SENSITIVE AND AVAILABLE FOR OPERATIONAL NECESSITY ONLY, ADVISE INTENTIONS.
2 If the pilot repeats his request for the noise sensitive runway, issue the appropriate taxi/landing instructions.

4-1-2. APPLICATION

a. Assign other than a noise sensitive runway when the following criteria is met:
1 Runway is clear and dry.
2 Crosswind, including gust values, does not exceed the value specified in the New Orleans cheat sheet.
3 No significant wind shear has been reported by TDWR/LLWAS or PIREPS.
4 No thunderstorm is within five nautical miles of the initial departure path or final approach path of the selected runway(s).
5 Visibility on the landing runway is one statute mile or better (RVR 5,000 feet).

b. Departure procedures:
` 1 Runway 1 - maintain runway heading until leaving 3,000 feet or five miles from the runway end.
2 Runway 10 - maintain runway heading until leaving 3,000 feet.
3 Runway 19 - maintain runway heading until leaving 2,000 feet.
4 Runway 28 - after the aircraft has crossed the departure end of the runway, assign a heading for aircraft that will proceed:
(a) Through the TIBBY gate - no further left than 250 degrees until leaving 3,000 feet.
(b) In a right turn - remain within fifty degrees of runway heading until leaving 3,000 feet.
(c South of the TIBBY gate counter clockwise through the SNAKI gate – issue a heading further left than 250°, excluding those headings from 191° clockwise through 249°.

c. Arrival procedures

1 Advise the pilot to establish the aircraft on final prior to five miles from the landing threshold.

2 Turbojet aircraft shall maintain 3,000 feet or above on downwind until abeam the landing threshold.

4-1-3. CALM WIND RUNWAY

a. Calm wind runway as described in this paragraph applies between the hours of 0700 lcl to 2200 lcl.

b. A calm wind runway should be used when the wind speed is less than five (5) knots unless:

1 Weather is impacting the use of the runway, or
2 Use of another runway will be operationally advantageous, or
3 Use of another runway is requested by the pilot for operational necessity.

The calm wind runway configuration for New Orleans is land runway 10 & 19 depart runway 19.

SECTION 3.
DEPARTURES FROM NON-ATIS RUNWAYS AND OPPOSITE DIRECTION

4-2-1. GENERAL

1. Aircraft shall not be assigned a runway with a tailwind component unless the pilot requests the runway.
2. The Informal Runway Use Program, listed in Chapter 4 Section 1, must be followed.
3. Aircraft using the ATIS runways shall not be delayed to accommodate departing traffic using other runways.

4-2-2. DUTIES

GC shall:

1 Coordinate all non ATIS runway departures with LC.

LC shall:

1 Coordinate with the approach controller whose airspace the aircraft will first enter.
2 Advise the approach controller when the aircraft has begun takeoff roll.
3 Coordinate with all affected sectors.

NOTE - The appropriate RADAR Position shall approve/disapprove traffic departing on other than the ATIS runway based upon traffic and/or workload. The RADAR controller shall then assign a departure heading.

4-2-3. OPPOSITE DIRECTION OPERATIONS

The procedures and duties apply to all opposite direction operations.

1.Traffic advisories should be issued to aircraft involved in opposite direction operations.
2 ATIS runway arrivals/departures shall not be delayed.

GC may assign a departure a runway opposite direction to the flow of ATIS runway arrivals and advise those departures if the possibility of a delay exists.

Local Control

1 Shall only request release of the opposite direction departure when the departure is number one, at the runway and ready to depart without delay.
2 Shall coordinate with appropriate RADAR position regarding any delay of the opposite direction departure.
3 Shall advise the RADAR position with a rolling call.
4 Shall ensure the opposite direction departure is turning to the assigned heading, if other than runway heading, prior to transfer of communication.

CHAPTER 5. DUTIES AND RESPONSIBILITIES

SECTION 1. LOCAL CONTROL

5-1-1 AIRSPACE

The airspace described below shall be delegated to LC when the position is operational.

- The area extending from New Orleans to a seven nautical mile radius, from the surface up to and including 1,500 feet.
- When departing runway 1 or 19, a departure climb corridor is in effect.

  1.This corridor consist of the airspace 1 ½ nautical miles either side of the extended runway centerline, beginning 1 ½ NM from Runway 10/28

  2.The corridor extends to seven (7) nm from New Orleans from an altitude of 1.500 feet up to and including 4000 feet MSL. (see Appendix A.).

- The airspace from the surface up to 1,500 feet is divided into four landing descent areas as depicted in Appendix B.

5-1-2 LOCAL CONTROL RESPONSIBILITIES FOR DEPARTING AIRCRAFT

a. General

- Automatic releases for departures off an ATIS runway are in effect unless canceled.

- When a departing aircraft is within 2 NM of the departure runway LC shall provide hand-off to the appropriate controller.

- All turbo-jet aircraft shall verbally be issued “FLY RUNWAY HEADING” unless turns are authorized or coordinated in accordance with another section of this order.

b. When runway 1, 19, or 28 is the ATIS departure runway:

- Issue non-turbojet aircraft a heading twenty degrees left or right of runway heading. The heading assigned shall be appropriate for the direction of flight, except for aircraft routed out the SNAKI gate departing runway 28, issue the following:

  1. Arrivals landing runway 19 – Issue a left turn heading 260 degrees
  2. Arrivals landing runway 28 – Issue a right turn heading 300 degrees

- When using the procedures in the above paragraph, retain subsequent departures on LC frequency until the previous departure tags or a "RADAR hand-off has been accomplished.

c. When Runway 10 is the ATIS departure runway, all aircraft shall be assigned runway heading.

d. Non- ATIS runway departures.

- Non-turbojet aircraft departing runway 10 when runway 1 or 19 is the ATIS departure runway may be turned to the heading which is appropriate for the ATIS departure runway without coordination with the departure controller.

5-1-3 LOCAL CONTROL RESPONSIBILITIES WITH ARRIVING AIRCRAFT

a. Unless otherwise coordinated, LC shall instruct all missed approach aircraft to fly runway heading and maintain 2,000.

b.LC shall coordinate unplanned missed approaches and pop-ups with the RADAR controller within whose airspace the operation will be conducted.

c.A turbojet may be cleared for takeoff on runway 28 provided that the departure will be 6,000 feet down the runway prior to the arriving aircraft crossing the landing threshold of Runway 1.

5-1-4. EXITING THE RUNWAY

a. Taxi instructions shall be issued by the LC when a landing aircraft will be required to enter a taxiway, runway, or ramp area other than the one used to exit the landing runway, in order to taxi clear of the landing runway.

b. If necessary, LC may instruct aircraft to enter a parallel taxiway after ensuring that all conflicts with GC traffic have been resolved. Aircraft cleared onto parallel taxiways shall be issued a frequency change to GC as soon as the aircraft clears the active runway.

c. If a conflict exists, LC is responsible for coordinating with GC before entering the parallel taxiway.

NOTE: When landing runway 19, maintain situational awareness to prevent exiting aircraft from entering the chevron area at the approach end of runway 28. This area is not usable for landing, departing, or taxing aircraft.

SECTION 2. GROUND CONTROL

5-2-1 NON-MOVEMENT AREAS

GC shall not “approve or disapprove” pushback or powerback from the boarding gates. GC shall provide advisory service only to aircraft performing these operations.

5-2-2. PRECISION OBSTACLE FREE ZONE AND FINAL OBSTACLE CLEARANCE SURFACES (APPENDIX H)

a. The Precision Obstacle Free Zone (POFZ) for runway 28 is designed to protect aircraft on short final. Ensure the POFZ is clear of traffic (aircraft or vehicles) when an aircraft on a vertically-guided final approach is within 2 miles of the runway threshold and the reported ceiling is below 300 feet or visibility is less than ¾ SM to protect aircraft executing a missed approach.

b. The Obstacle Clearance Surface (OCS) for runway 28 is designed to protect both sides of the final approach course when the aircraft is on final within 2 NM of the runway threshold. Ensure the final approach OCS is clear of aircraft/vehicles when an aircraft on the vertically-guided approach is within 2 miles of the runway threshold and the reported ceiling is below 800 feet or visibility is less than 2 SM to protect aircraft executing a missed approach .

c. If it is not possible to clear the POFZ or Obstacle Clearance Surfaces (OCS) prior to an aircraft reaching a point 2 miles from the runway threshold and the weather is less than described in paragraphs a & b above, issue traffic to the landing aircraft and clear the POFZ and/or OCS as soon as practicable.

5-2-3. INTERSECTION DEPARTURES

The airport diagram in Appendix D. illustrates the length of runway remaining from each intersection.

5-2-4. PREFERRED CROSSING ROUTES

GC should utilize taxiways Sierra, Foxtrot, Delta or Charlie as preferred crossing routes for taxing aircraft during normal operations.

5-2-5. ATIS WEATHER

GC shall ensure that all departing, fixed wing aircraft have received the current ATIS or weather information for the area.

SECTION 3. FLIGHT DATA / CLEARANCE DELIVERY

5-3-1. CLEARANCES TO CLASS B AIRSPACE AIRCRAFT

a. Obtain the following information and prepare a flight plan if none exists

- Aircraft ID
- Aircraft type
- Destination and direction of flight
- Planned crusing altitude

b. FD/CD shall issue the following departure instructions to Class B airspace VFR aircraft

- Class BRAVO clearance
- Assigned altitude

  a. All non-turbojet aircraft shall be issued VFR at or below 2500 feet and expect requested altitude ten (10) minutes after departure. Assign filed VFR altitude if it is 2500 feet or below.

  b. All turbojet aircraft shall be issued VFR at or below 4500 feet and expect requested altitude ten (10) minutes after departure. Assign the requested altitude if it is 4500 feet or below.

- The appropriate departure frequency
- The assigned beacon code.

5-2-2. VERBAL CLEARANCES TO IFR AIRCRAFT

- FD/CD shall coordinate all IFR aircraft departing New Orleans and remaining in the tower enroute structure with the appropriate approach control.

  a. For aircraft requesting a local IFR clearance, issue one of the following:

  1 Practice approaches – The clearance limit will be the airport of intended landing and the altitude will be as specified in paragraph 5-2-2b (2).

  2 Local IFR to VFR OTP - Clearance to the HRV VOR and altitude as coordinated with the departure controller.

  3 Discrete beacon codes for local IFR/SVFR flights shall be issued

b. FD/CD shall issue the following departure instructions to IFR aircraft:

1 Route or CAF (Cleared As Filed).

2 Assigned altitude.

(a) All non-turbojet aircraft shall be issued 2,000 feet and expect requested altitude ten (10) minutes after departure. Assign the requested altitude if it is 2,000 feet or below.

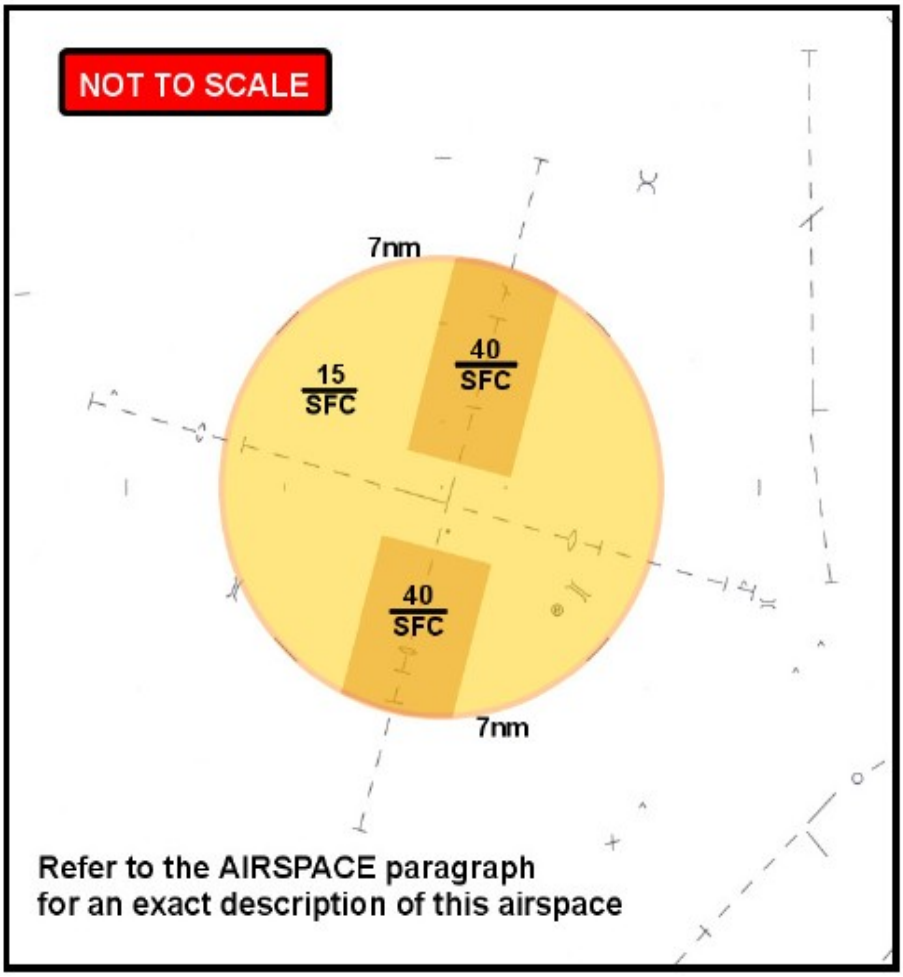
(b) All turbojet aircraft shall be issued 4,000 feet and expect requested altitude ten (10) minutes after departure. Assign the requested altitude if it is 4,000 feet or below.

3 The appropriate departure frequency.

4 The assigned beacon code.

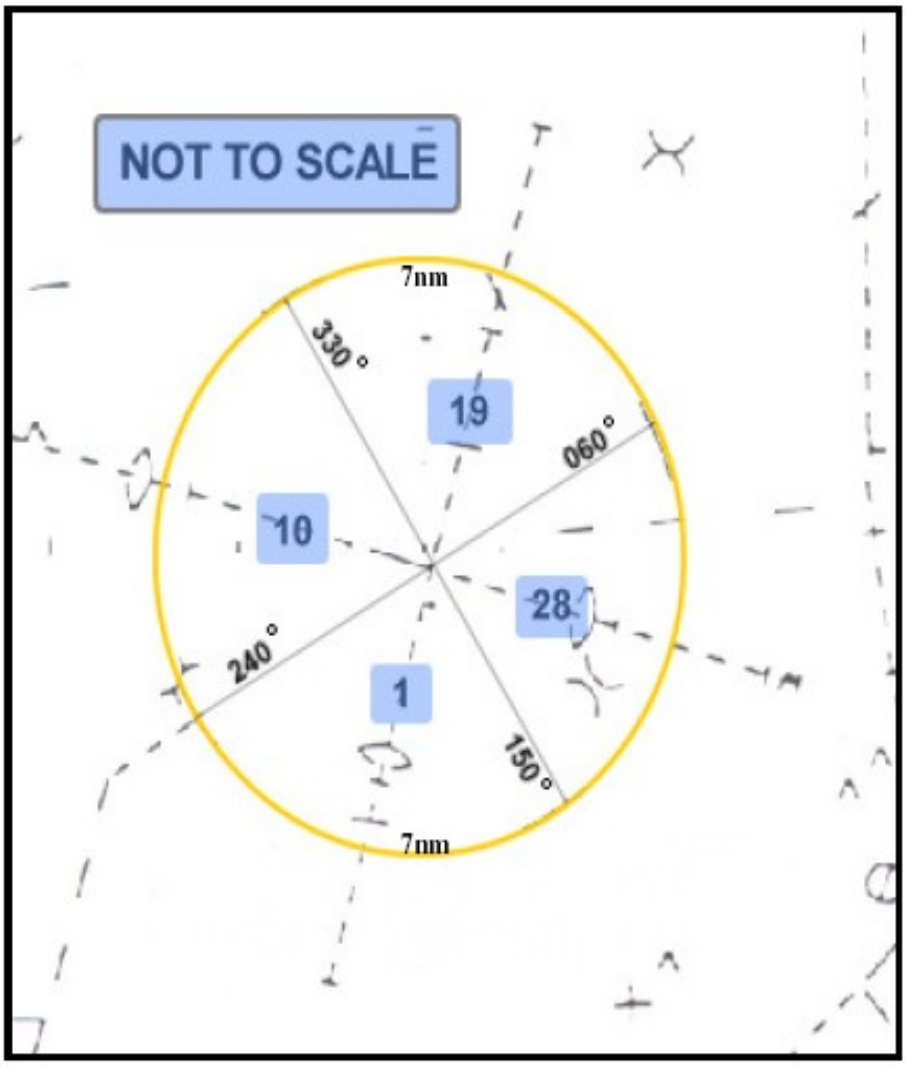
Appendix: A

Climb Corridors



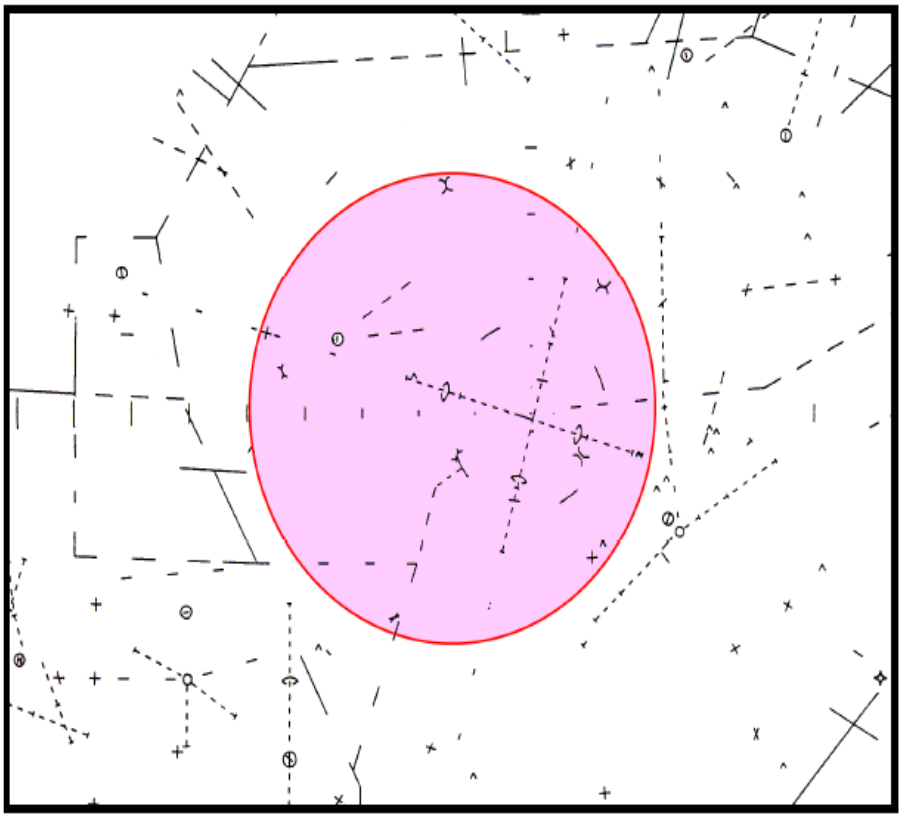
Appendix: B

Runway Descent Areas



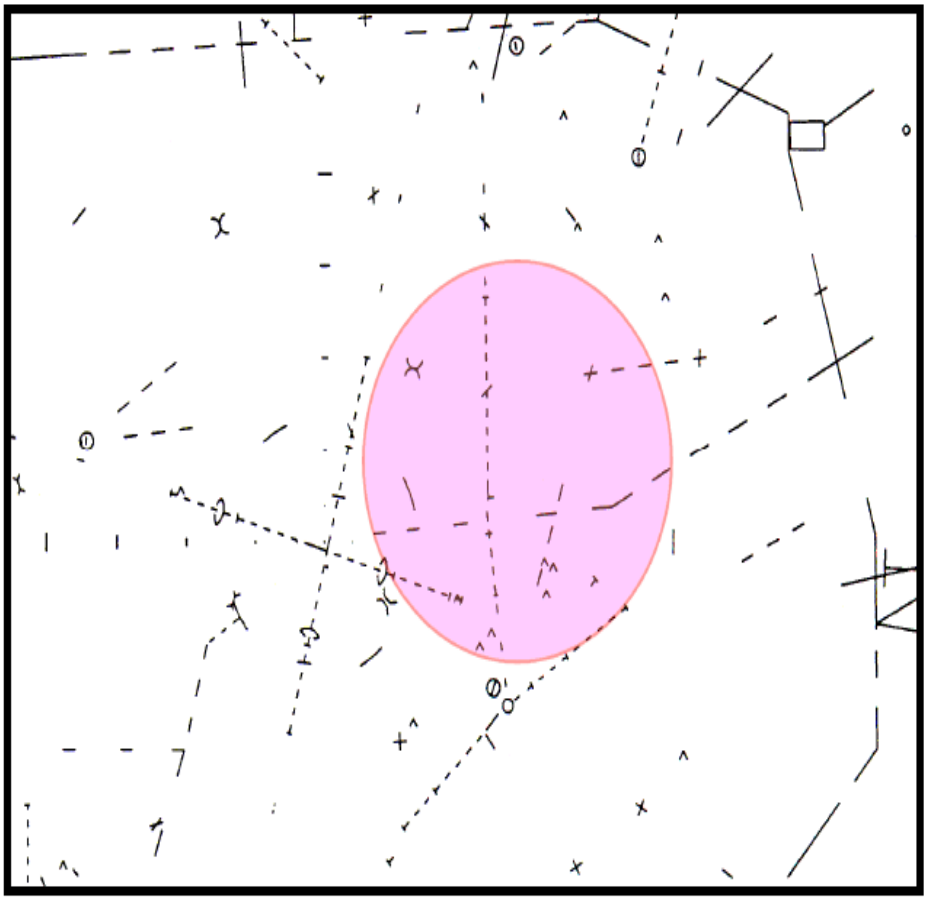
Appendix: C

Tower MSAW Aural Alarm Areas
New Orleans



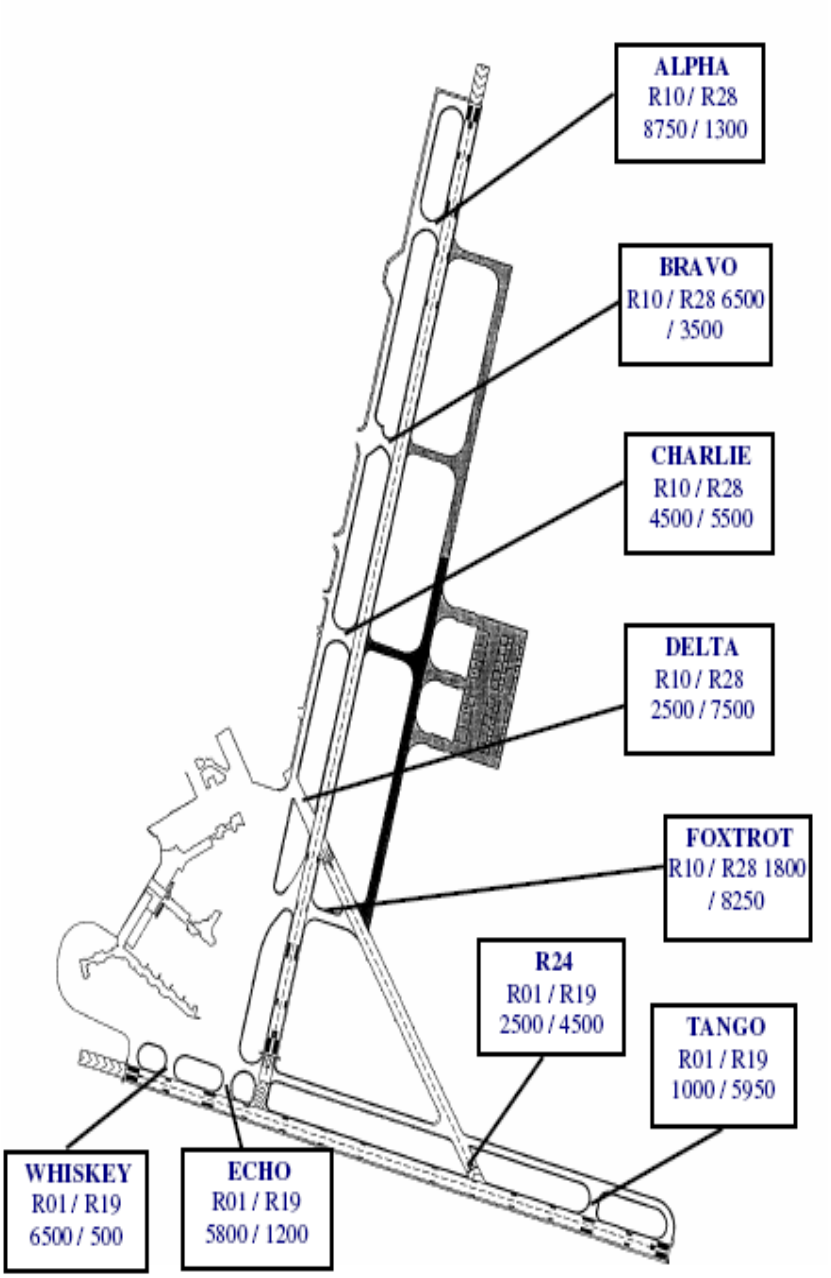
Apppendix: C

Lake Front KNEW

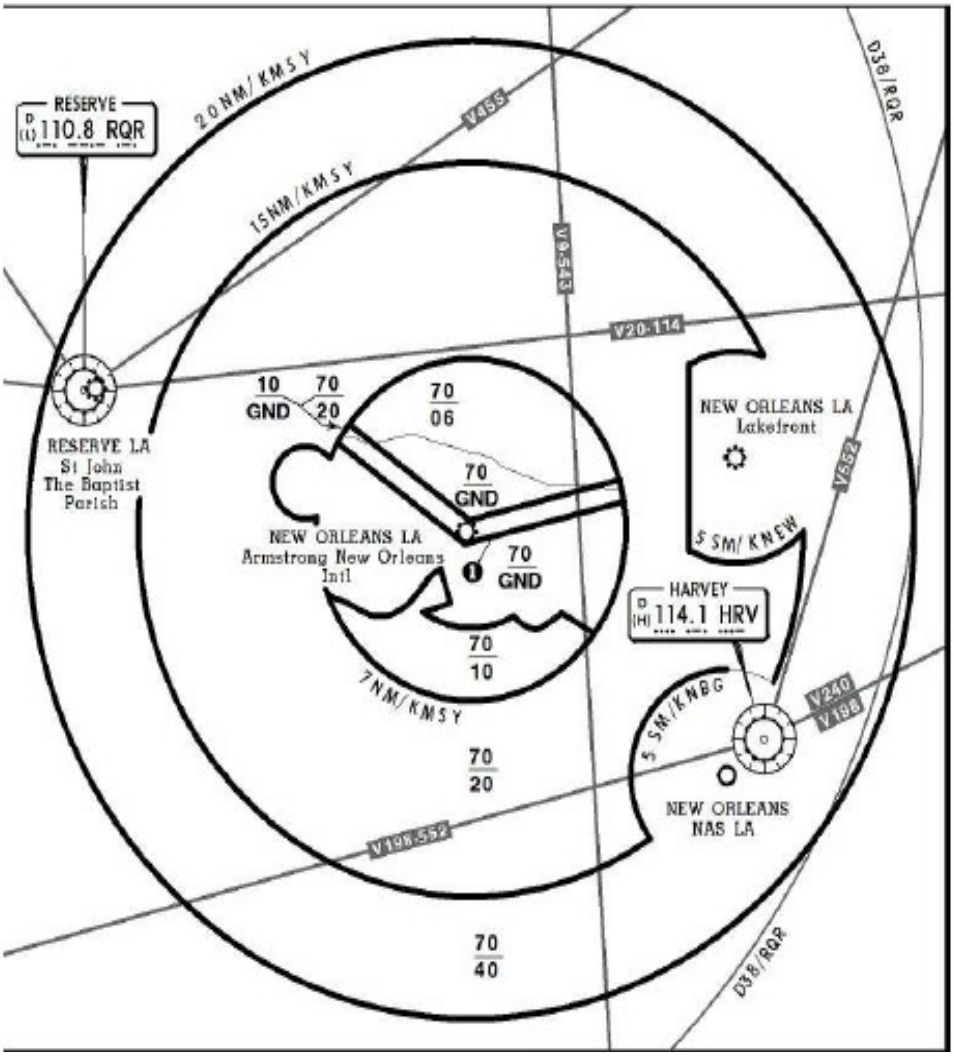


Appendix: D

Runway Intersection Distance Remaining

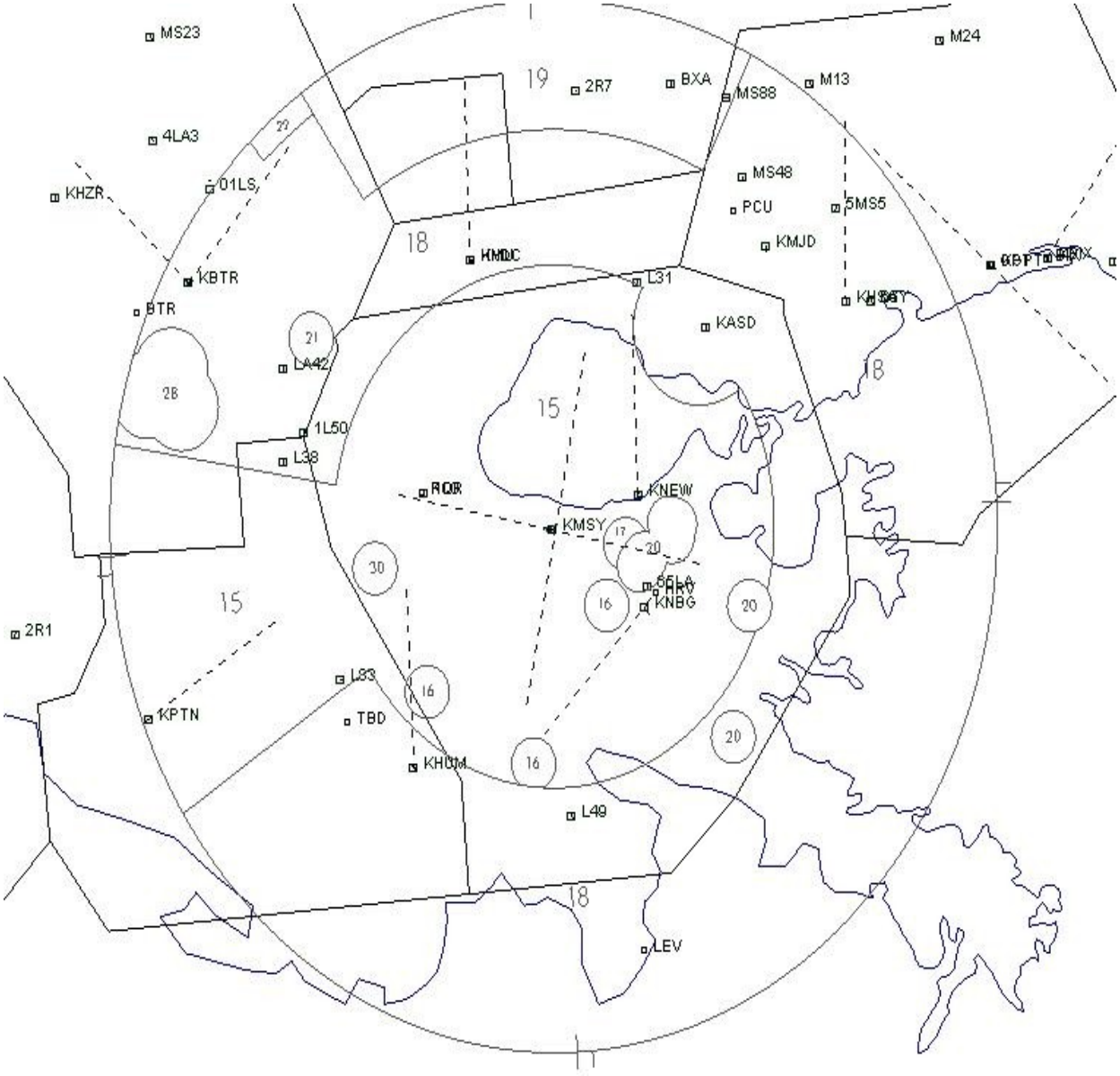


Appendix: E
New Orleans Class B Shelves.



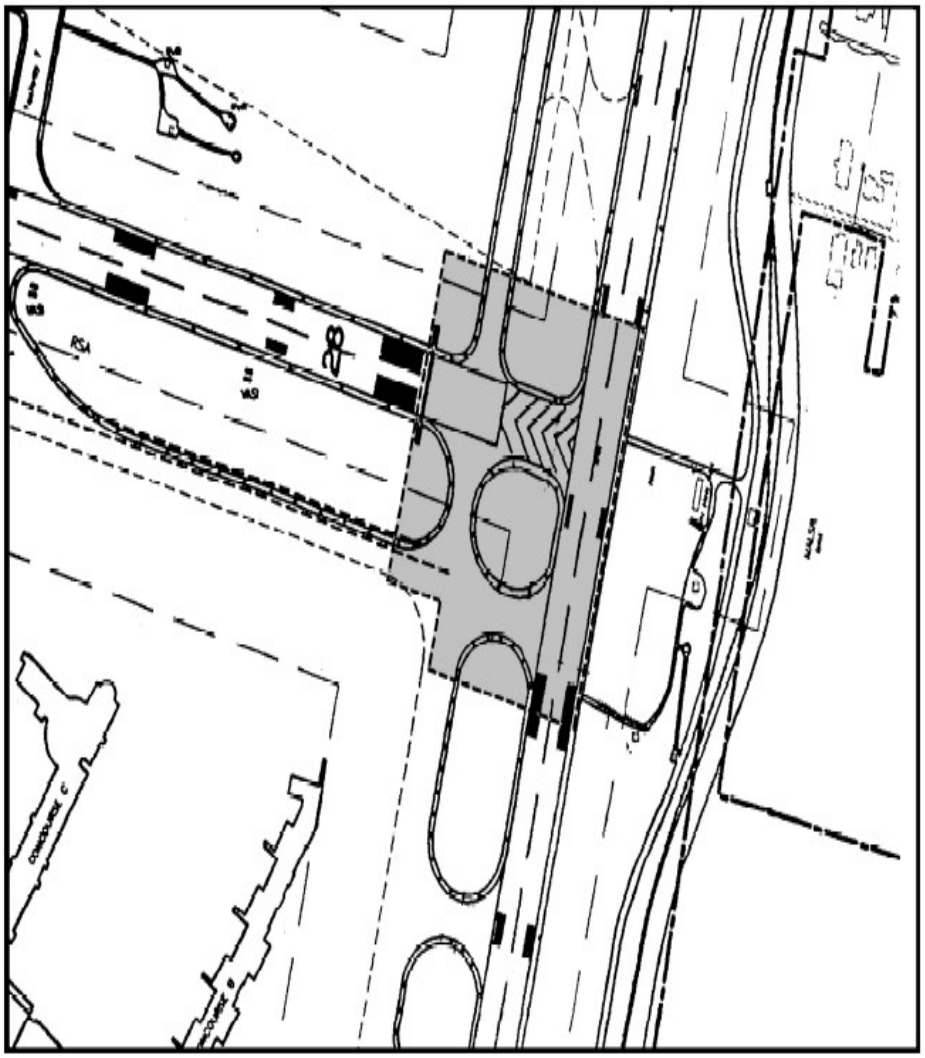
Appendix: F

Minimum Vectoring Altitude



Appendix: G

Precision Obstacle Free Zone (POFZ)



Appendix: H

Position Relief Breifing

1) WEATHER/TRENDS.
2) FLOW CONTROL
3) Point out aircraft.
4) Holding aircraft.
5) Primary targets not responsive.
6) Aircraft handed off but still in the airspace.
7) Aircraft cleared but not yet airborne.
8) Non-RADAR operations
9) VFR advisory aircraft.
10) Aircraft standing by for service.
11) Coordination agreements with other positions.
12) Special problems, requests, or instructions.