SAN ANTONIO TRACON

STANDARD OPERATING PROCEDURES

Revision: 01/06/2010

FOREWARD

This order defines the duties and responsibilities for personnel providing air traffic control services for the San Antonio TRACON. Guidance contained herein is supplemental to all other vZHU, VATUSA, and VATSIM directives. Personnel are required to be familiar with the provisions of this hand-book that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by it.

Josh Guyer

Air Traffic Manager, Virtual Houston ARTCC

THE AIRSPACE

The San Antonio TRACON is the section of airspace that encompasses the San Antonio Airport (herein referred to in this document as KSAT), Randolph Air Force Base (herein referred to in this document as KRND), Kelly Field (Lackland Air Force Base) (herein referred to in this document as KSKF), and Stinson Municipal Airport (herein referred to in this document as KSSF).

At its longest point, the airspace covers approximately 75 square nautical miles laterally. The San Antonio TRACON extends vertically from SFC to 13,000 ft MSL.

The default callsign is SAT_APP, or San Antonio Approach, on frequency 127.100.

The airspace is depicted in *Diagram 1*.

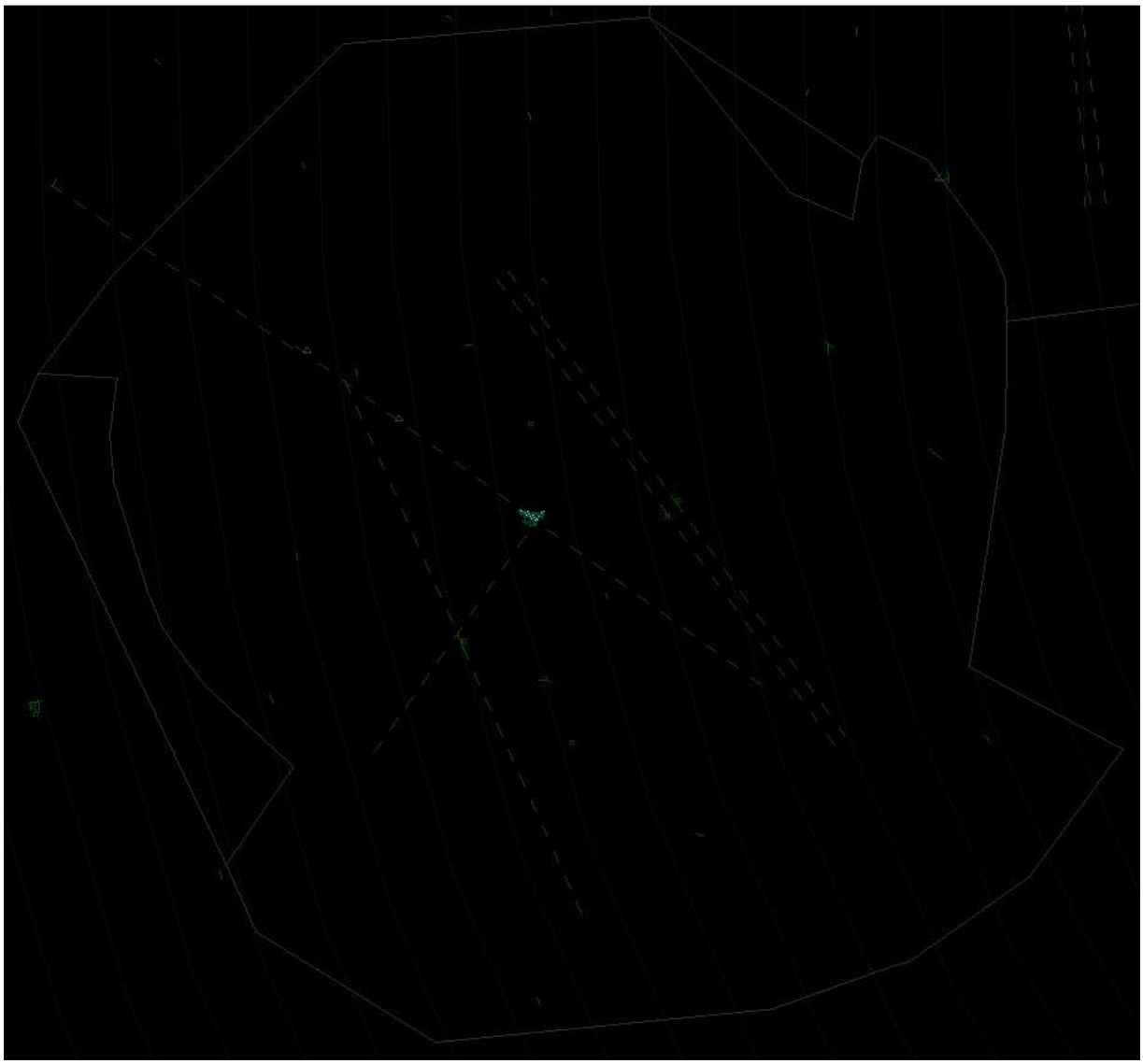

Diagram 1

AIRSPACE SPLITS

The San Antonio TRACON can only be split if approved by ATM, DATM, TA, or (during events only) EC.

The San Antonio TRACON can be split in the aforementioned way…

TWO WAY SPLIT

As depicted in *Diagram 2*, the TRACON is split into North Approach (SAT_N_APP, operating on frequency 127.100) and South Approach (SAT_S_APP, operating on frequency 125.700).

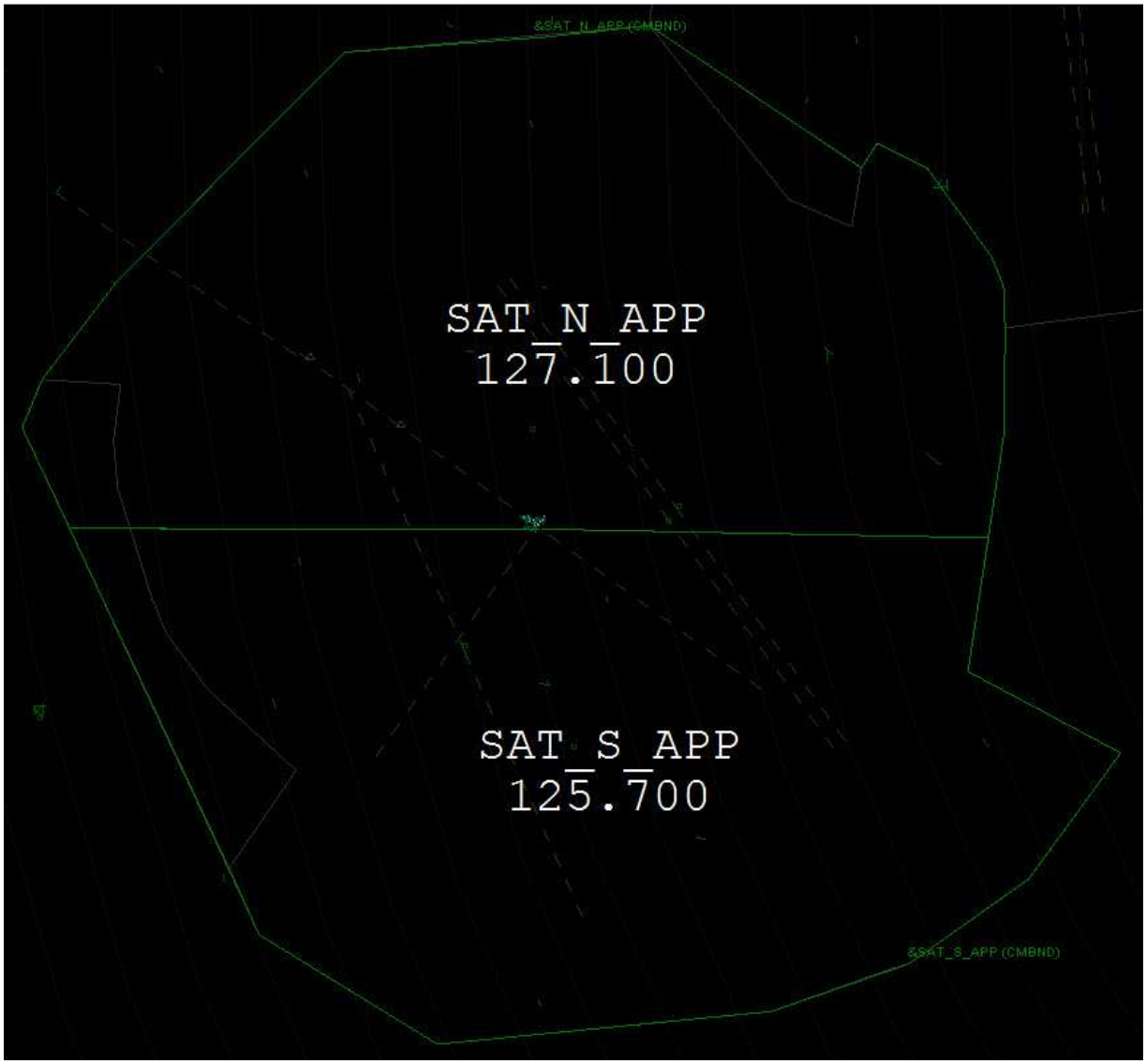

Diagram 2

CLASS C AIRSPACE

The San Antonio Class C airspace extends from the Surface to 4,800 ft MSL immediately surrounding the airport, and from 2,000 to 4,800 ft MSL in the second ring (as depicted in *Diagram 3 and 4*).

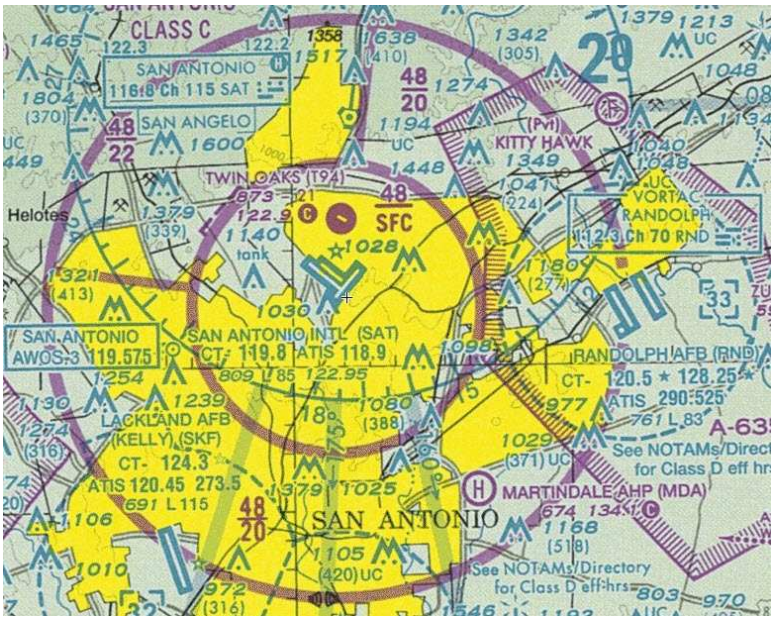

Diagram 3

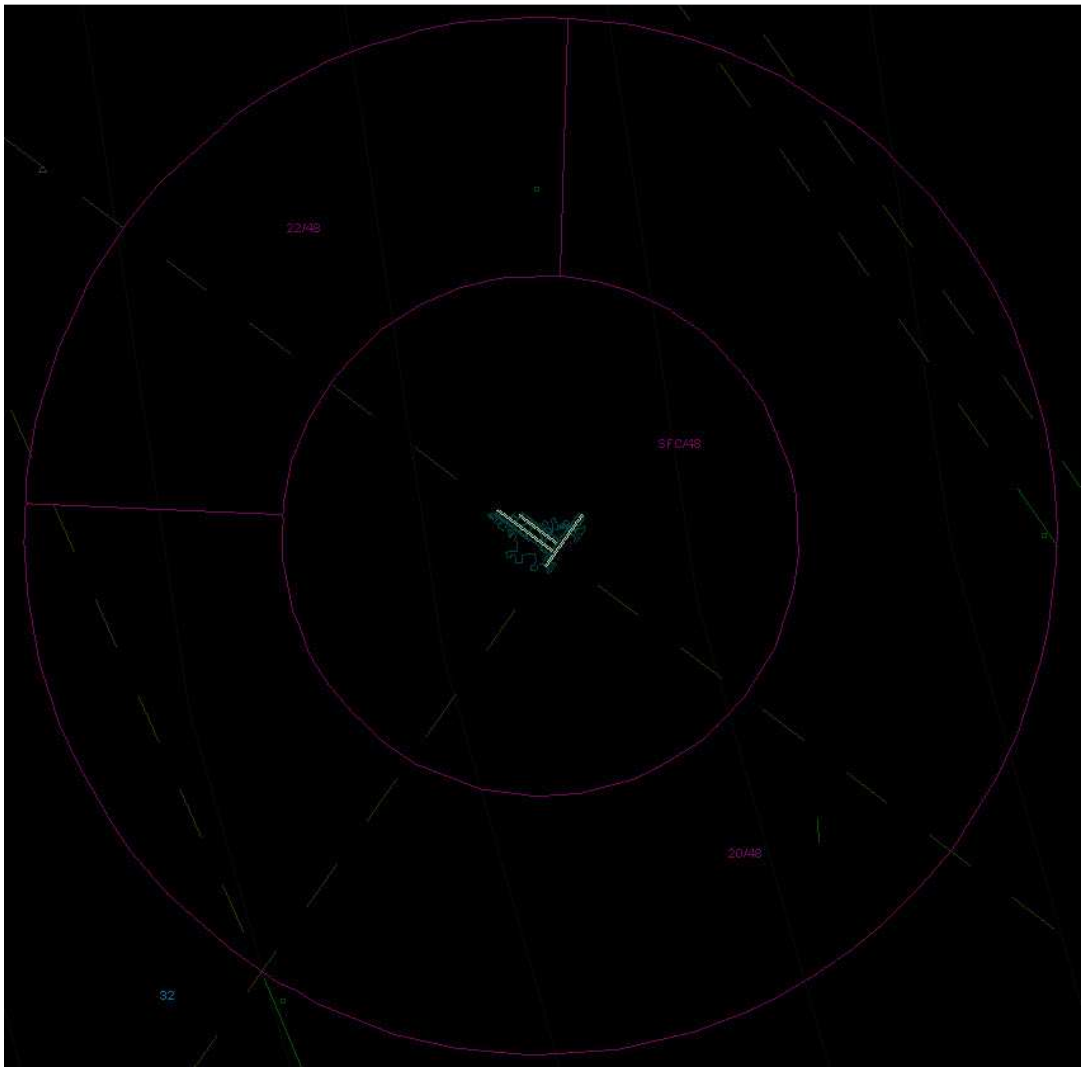

Diagram 4

MSA AND MVA'S

The San Antonio TRACON's lowest MSA is 3,200 ft MSL.

GENERAL CONTROL PROCEDURES

1-1 TRANSFER OF COMMUNICATIONS

Prior to transferring communications to San Antonio tower, ensure the aircraft is on a positive course towards the airport and:

- Transfer communications of arrival aircraft to tower at or before final approach fix for the applicable runway.

Tower controllers shall transfer aircraft to departure when a positive rate of climb is maintained and/or the aircraft has reached the end of the runway.

1-2 RUNWAY FLOWS

NORMAL FLOW

The default runway flow is:

- Arriving: Runway 12R and Runway 12L
- Departing: Runway 3 and Runway 12R

This is known as Normal Flow, and will be utilized whenever practical.

NORTH FLOW

- Arriving: Runway 3 and Runway 30L
- Departing: Runway 30L and Runway 30R

Wind will be between a heading of 260 and 010 degrees and over 15 knots.

EAST FLOW/STRAIGHT 12

- Arriving: Runway 12L and Runway 12R
- Departing: Runway 12R

Wind will be between a heading of 090 and 170 degrees and over 15 knots.

WEST FLOW/STRAIGHT WEST

- Arriving: Runway 30L and Runway 30R
- Departing: 30L

Wind will be between a heading of 200 and 010 degrees and over 15 knots.

POSITION DESCRIPTIONS

SAT

CLEARANCE DELIVERY (CD)

Clearance Delivery shall:

- Operate on frequency 126.700.
- Ensure scratch pad is entered as follows:
    - If there is a controller online in a position above you…
        - …and there is a VOICE ATIS online, upon the pilot stating he has the current ATIS, place the ATIS letter in LOWER CASE in the scratch pad.
            - For example, if a pilot had ATIS information Tango, you would enter "t" (without quotation marks).
    - …OTHERWISE, do NOT enter scratch pad information.
- Issue IFR, VFR and SVFR clearances to traffic departing San Antonio International airport.
    - Issue 5,000 feet to all IFR departures off SAT requesting 5,000 feet or above.
    - Local IFR shall be instructed to maintain 3,000 feet.
    - Special VFR aircraft shall be instructed to maintain at or below 2,500 feet while in Class C.
    - Local On-Top aircraft shall be instructed to maintain 5,000 feet or lower requested altitude.

GROUND CONTROL (GC)

Ground Control shall:

- Operate on frequency 121.900.
- Ensure scratch pad is entered as follows:
    - If there is a controller online in a position above you…
        - …and there is a VOICE ATIS online, upon the pilot stating he has the current ATIS, place the ATIS letter in LOWER CASE in the scratch pad.
            - For example, if a pilot had ATIS information Tango, you would enter "t" (without quotation marks).
    - …OTHERWISE, do NOT enter scratch pad information.
- Be responsible for, and shall control aircraft operating on the movement areas.
- Taxi to aircraft…
    - Runway 12R – via Taxiways G and K.
    - Runway 30L – via Taxiways N and Runway 3.
    - Runway 12L – via Taxiways S and R.
    - Runway 30R – via Taxiway N.
    - Runway 3 – via Taxiway N and F.
    - Runway 21 – via Taxiway N and Q.

LOCAL CONTROL (LC)

Local Control shall:

- Operate on frequency 119.800
- Ensure scratch pad is entered as follows:
    - If there is a controller online in a position above you…
        - Enter the first FOUR letters of the departure gate in the scratch pad.
    - …OTHERWISE, do NOT enter scratch pad information.
- Issue each departing aircraft "Fly runway heading."
- Assign unplanned missed approaches a heading consistent with local IFR operations, an altitude of 3,000 ft and handoff to the appropriate radar position.
- Arrivals landing Runway 12R/L or 30L/R that need to cross an active parallel runway shall be retained on LC frequency until the crossing is complete.

ARRIVAL NORTH (N_APP)

Arrival North shall:

- Operate on frequency 127.100
- Provide radar services to aircraft and airports in their airspace.
- When in Normal Flow…
    - On the MARCS arrival…
        - Depart CRISS intersection heading 300, vectors to final.
        - Aircraft are to cross CRISS intersection at 6,000 ft MSL.
        - NOTE: When in low traffic volumes, you can have aircraft depart BRAUN heading 260, vectors to final approach.
    - On the CSI arrival…
        - Cross REUBE at 3,200, at REUBE intersection, join the Runway 12R localizer.
    - On the STV arrival…
        - Cross REUBE at 3,200, at REUBE intersection, join the Runway 12R localizer.
- When in North Flow…
    - On the MARCS arrival…
        - Depart TROOP heading 140, vectors to final.
        - Aircraft are to cross TROOP at 5,000 ft MSL.
    - On the CSI arrival…
        - Depart REUBE heading 170, vectors to Runway 3.
    - On the STV arrival…
        - Depart REUBE heading 170, vectors to Runway 3.

ARRIVAL SOUTH (S_APP)

Arrival South shall:

- Operate on frequency 125.700
- Provide radar services for aircraft and airport in their airspace.
- When in Normal Flow…
    - On the LEMIG arrival…
        - Depart ELKAY intersection heading 310, vectors to final approach.
- When in North Flow…
    - On the LEMIG arrival…
        - Depart WINDL intersection heading 300, vectors to Runway 3.
          Or…
        - Depart LEMIG heading 310, vectors to Runway 3.