BOSTON ARTCC (vZBW)
STANDARD OPERATING PROCEDURE

BURLINGTON ATCT (KBTV)
BURLINGTON APPROACH (BTV APP)

RELEASE RECORD			
Version	**Date**	**Author**	**Notes**
1.0	24 Feb 2015	BN	Initial Release

Overview

1.1 Description

1.1.1 This document outlines the air traffic control procedures and responsibilities for controllers working positions at KBTV ATCT and/or the BTV TRACON.

1.2 Callsign Usage and Frequency Delegation

Position Callsign	Sector/Position Name	Frequency	Vox Channel	Note(s)
BTV_DEL		119.150	BTV_119.150	
BTV_GND		119.200	BTV_119.200	
BTV_TWR		118.300	BTV_118.300	
KBTV_ATIS		123.800		
BTV_APP		121.100	BTV_121.100	1
BTV_W_APP	West	126.300	BTV_126.300	2
BTV_E_APP	East	121.100	BTV_121.100	2

Notes:

1. To be used when positions are combined
2. Rarely used except for (large/major) events

1.3 Operating Hours

1.3.1 The current operating hours of the Burlington Air Traffic Control Tower (ATCT) and TRACON are from 0530L to 0000L daily.

1.3.2 Between 0000 and 0529L, Local services will not be provided; the Local surface area will revert to Class E non-controlled airspace

1.3.3 Between 0000 and 0529L, Approach control services will be provided by Boston Center (ZBW)

1.4 Runway Configurations

1.4.1 Runway Configurations and selection are at the discretion of the controller providing Local service, and are based primarily on weather conditions. There are no limits on what configuration is to be used; however, safety and operational efficiency must be considered when selecting runways to be used.

1.4.2 There is no calm wind runway configuration utilized by the ATCT. Surface winds, departures, and instrument approach minima shall be the primary criteria used for runway selection.

1.4.3 Aircraft may request a runway that is not active; such operations must be properly coordinated between Ground, Local and Approach.

1.4.4 Opposite direction operations or simultaneous use of crossing runways is not approved unless a particular aircraft has an operational necessity (i.e. wind, runway length, etc.) for the inactive runway.

1.5 ATIS

1.5.1 The Local Controller establishes the ATIS (Automated Terminal Information System) for the tower cab positions. Clearance Delivery and/or Ground controllers shall either set their Controller Info to match the Local controller's ATIS, or simply refer to the ATIS. Referring to the ATIS provides the benefit that controllers do not need to keep their ATIS code updated.

1.5.2 Use ATISMaker in conjunction with one of the following templates to set the Controller Info:

%icao% information %id% available on 123.800

Or

%icao% ATIS available on 123.800

1.5.3 The Local controller may, at his discretion, delegate the recording of the ATIS to Ground or Clearance Delivery. However, neither Ground nor Clearance Delivery is authorized to record/publish an ATIS without the presence and delegation from a controller providing Local service.

2.0 Clearance Delivery

2.1 Clearing IFR Aircraft

2.1.1 IFR aircraft shall be cleared out of Burlington Airspace via routes and altitudes as described in this Standard Operating Procedure, Letters of Agreement with adjacent facilities, and published Departure Procedures.

2.1.1.1 If an aircraft is unable to accept a preferred route, provide clearance via the correct departure gate, then as filed, and coordinate with any affected sector(s).

2.1.2 The **BURLINGTON DP** is the primary Departure Procedure from BTV. This departure procedure shall be assigned by Clearance Delivery to all aircraft; however it shall not be inserted into the Flight Plan.

"Cleared to (destination) via the BURLINGTON (#) Departure, radar vectors (first fix), then as filed."

2.1.3 IFR departures shall be assigned an initial altitude of **10,000** feet. Departures shall expect their final cruise altitude ten (10) minutes after departure.

2.1.4 Departures to KBOS (Boston Logan Intl) shall be cleared via V141 CON TOMIE LWM at or below 10,000ft.

2.2 Clearing VFR Aircraft

2.2.1 VFR departures shall be given the appropriate departure frequency, and assigned a discrete squawk code

"Departure frequency 121.1, squawk 5541"

3.0 Ground Control

3.1 Introduction

3.1.1 Ground Control's job is to monitor and control general surveillance of the airport movement area, and also aids the Local controller in scanning the active runways. If the Clearance Delivery position is not staffed, GND issues IFR and VFR clearances. Ground Control also coordinates with TOWER to receive aircraft exiting active runways and to handoff departures for takeoff clearance.

3.2 Taxiing Aircraft – Preferred Routes

3.2.1 Refer to 7.1

Note: Ground Control does **NOT** have control/jurisdiction of movement while aircraft are in the general aviation, ANG/ARNG, or terminal ramp areas.

3.3 Coordinating With Local

3.3.1 A ground controller must maintain clear communication with the Local controller to ensure safe operation. This communication shall be used to coordinate (but not limited to) the following:

3.3.1.1 Blanket clearances to cross runways

3.3.1.2 Point of handoff: Location where outbound taxiing aircraft shall be handed off to the tower controller (either moving or holding short of a runway or taxiway). The Transfer of Control Point (TCP) between Tower and Ground is the terminal side of the closest active runway unless otherwise stated by the tower controller.

3.3.1.3 VFR closed traffic requests

3.3.1.4 Intersection departures

3.3.1.5 Other unusual requests

4.0 Tower (Local) Control

4.1 Airspace

4.1.1 Burlington Tower is authorized to provide service within the area extending 5NM from the BTV Airport and from the surface upwards to 2,000 feet.

4.2 Releases

4.2.1 Blanket releases are authorized for all aircraft departing on the currently published configuration. Aircraft departing on the currently published configuration do not require a release from Departure.

4.2.2 All releases are immediately suspended in the event of an unanticipated missed approach. Local must coordinate with Departure to resume releases (blanket and individual).

4.3 Runway Selection/Changes

4.3.1 There is no calm wind runway configuration utilized by the ATCT. Surface winds, departures, and instruments approach minima shall be the primary criteria used for runway selection (7110.65R 3-5-1a). TWR and DEP/APP should coordinate to determine which configuration allows for the most efficient use of airspace.

4.3.2 Opposite direction operations or simultaneous use of crossing runways is not approved unless a particular aircraft has an operational necessity (i.e. wind, runway length, etc.) for the inactive runway.

4.3.3 All changes in Runway Configuration shall be coordinated with Ground and Approach

4.4 Departure Headings

4.4.1 Departure headings shall be assigned by TWR based on the following departure corridors:

RWY	Corridor
01	010° to 330°
19	150° to 210°
15	150° to 190°
33	330° to 300°

4.5 Intersection Departures

4.5.1 Intersections departures can be an effective tool to sequence departing aircraft. Commuter and propeller aircraft commonly use this operation.

4.5.1.1 The Local controller shall inform any traffic holding in position full length of any aircraft departing from an intersection of that runway.

4.5.1.2 Intersection departures may be conducted at any runway/taxiway intersection.

4.6 Missed Approach Procedures

4.6.1 Missed Approach Procedures are published on Instrument Approach Procedures (IAPs). However, the Local controller may also issue alternate instructions to aircraft executing a missed approach.

4.6.2 At KBTV, alternate missed approach instructions of maintain runway heading, climb and maintain 3000 are standard, not the published missed approach.

4.6.3 No departures may be released after an aircraft executes a missed approach until the Departure controller advises that departures may be released.

4.6.4 If both Departure and Approach control are online, the aircraft conducting the missed approach shall be handed off to Departure control.

4.6.5 For aircraft conducting multiple practice approaches, the local controller shall coordinate with the appropriate APP/DEP sector(s) to determine missed approach instructions.

4.7 VFR Operations

4.7.1 The Local controller shall separate all VFR aircraft from other VFR and IFR aircraft. This shall be done using visual procedures, unless the Local controller is already radar certified.

4.7.2 VFR Aircraft Remaining in the Pattern

4.7.2.1 The Local controller shall issue traffic advisories to arriving or departing aircraft that may fly in close proximity to pattern aircraft. Pattern aircraft shall also be issued a traffic advisory of arriving and departing traffic.

4.7.2.2 The Local controller may issue various separation techniques including, but not limited to, the following maneuvers:

- 360 degree turn
- 270 degree turn
- Extended downwind
- S-turns on final approach (Use caution on 04L/R and 22L/R when both runways are active)
- Short approach

4.7.2.3 Further Information/Tutorial regarding VFR traffic inside Class C airspace

4.8 Helicopter Operations

4.8.1 Helicopter Operations shall be conducted in accordance with 7110.65 3-11.

5.0 Burlington Approach Radar Control

5.1 Airspace

5.1.1 BTV APP Airspace extends upwards to 10,000 feet except as defined in any LOA.

5.2 Departure Control

5.2.1 Control for climbs and turns on contact

5.2.2 Departing aircraft to be cleared on filed routing with compliance to NA procedures.

5.2.3 When appropriate, clear aircraft to climb to 10,000 feet or lower assigned alt.

5.2.4 Initiate automated handoff to appropriate ZBW sector when departing aircraft is cleared on course and ensured free of any potential traffic conflicts.

5.2.5 Issue transfer of radio communications to appropriate ZBW sector upon passing 6,000-7,000 feet or within 10NM of APP/CTR boundary, as appropriate.

6.0 Interfacility Coordination

6.1 BTV APP and ZBW

6.1.1 BTV Shall:

6.1.1.1 Clear all departures on course and issue a climb to 10,000 before transferring communications to ZBW.

6.1.1.2 Ensure that aircraft on the same route are handed off to Center with no less than 10 NM “in-trail” spacing.

6.1.2 ZBW Shall:

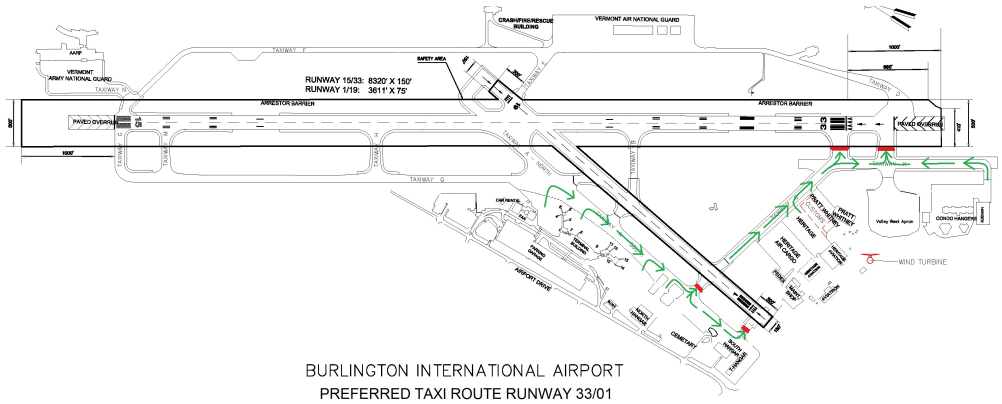
6.1.2.1 Handoff aircraft with clearance to descend to an altitude of 11,000 feet.

6.1.2.2 Traffic landing other BTV APP airports shall be routed through the arrival gate via radar vectors or own navigation descending to 11,000.

7.0 Appendicies

7.1 Preferred Taxi Routes

BURLINGTON INTERNATIONAL AIRPORT
PREFERRED TAXI ROUTE RUNWAY 15/19



BURLINGTON INTERNATIONAL AIRPORT
PREFERRED TAXI ROUTE RUNWAY 33/01

7.2 TRACON Airspace with East/West Split