Anchorage ARTCC

A11 Satellite Fields
Standard Operating Procedures

Document Number	ZAN-4
Version	A
Effective Date	06/01/2020

DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Satellite Fields of the A11 TRACON. The procedures described herein are supplemental to the Anchorage ARTCC Operating Policy and FAA Order JO 7110.65, as well as any published FAA guidelines or procedures.

Distribution

This order is distributed to all Pacific Control Facility 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 PCF website and discord. 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
06/01/2020	Initial Release	Aidan Deschene / ZAN-4.A

TABLE OF CONTENTS

CHAPTER 1: OPERATIONAL POSITIONS

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Tower	Lake Hood Tower	LHD_TWR	1	LT	126.800
Delivery	Elmendorf Delivery	EDF_DEL	1	ED	128.800
Ground	Elmendorf Ground	EDF_GND	1	EG	121.800
Tower	Elmendorf Tower	EDF_TWR	1	ET	127.200
Ground	Merrill Ground	MRI_GND	1	MG	121.700
Tower	Merrill Tower	MRI_TWR	1	MT	126.000

CHAPTER 2: LAKE HOOD (PALH/Z41)

2.1 Clearance Delivery (AD)

1. Clearance delivery services provided by Anchorage Delivery if staffed, and all ANC procedures shall be followed for altitude instructions, unless stated otherwise on a VFR PDP (Published Departure Procedure).

2.2 Ground Control (AG)

1. The taxiing area surrounding the waterways is uncontrolled up to the “Lake Hood Taxiway” gate that is published on the Anchorage Airport Diagram. From that gate, taxiway “V” is controlled by Anchorage Ground (AG) if staffed.
2. Aircraft shall be handed off to LT when crossing the “Lake Hood Taxiway” gate on taxiway “V” in the control area of AG.

2.3 Local Control/Tower (LT)

1. LT is responsible for separation of all arriving aircraft handed off by NL.
2. LT is responsible for separation of all departing aircraft.
3. LT is responsible for all runways and waterways.
4. LT is required to obtain departure releases from NL for all IFR aircraft.
5. LT may use rolling calls if properly coordinated and approved by NL.
6. LT shall provide verbal hand-offs to NL when the aircraft reaches 500ft MSL or ½ mile off the departure end of the runway/waterway, whichever comes first.

2.3.1 Waterway Designation

1. All waterways are designated by their runway heading. For instance, the main waterway heading east is defined as the “East Waterway”.

2.3.2 IFR Departure Instructions

1. All IFR departures from any of the runways or water runways shall be instructed to fly heading 360 for North or West-bound departures, or heading 090 for East and South-bound departures.

2.4.2 VFR Departure Procedures

2.4.2.1 East Route Departure Instructions

1. All VFR aircraft departing through the East Route shall be given instructions as followed:
    a. From East Waterway: "… make left crosswind departure …"
    b. From North Waterway/32: "… fly runway heading …"
    c. From South Waterway/14: "… make left downwind departure …"
    d. From West Waterway: "… make right crosswind departure …"
2. All VFR aircraft in the Lake Hood Class D on this departure, shall get a visual point out to the "Ball Park" or "Point Mackenzie" VRP.

2.4.2.2 Tudor Overpass Departure Instructions

1. All VFR aircraft departing through the Tudor Overpass shall be given departure instructions as followed:
    a. From East Waterway: "… fly runway heading …"
    b. From North Waterway/32: "… make right crosswind departure …"
    c. From South Waterway/14: "… make left crosswind departure …"
    d. From West Waterway: "… make right downwind departure …"
2. All VFR aircraft in the Lake Hood Class D on this departure, shall get a visual point out to the "Tudor Overpass" or "Campbell Airstrip" VRP.

2.4.2.3 Chickaloon Departure Instructions

1. All VFR aircraft departing through the Chickaloon Departure shall be given departure instructions as followed:
    a. From East Waterway: "… make right crosswind departure …"
    b. From North Waterway/32: "… make right downwind departure …"
    c. From South Waterway/14: "… fly runway heading …"
    d. From West Waterway: "… make left crosswind departure …"
2. When an aircraft departs via the Chickaloon Departure a coordination call must be made to Anchorage Tower, if staffed, and the aircraft must squawk mode altitude/"charlie".
3. All VFR aircraft in the Lake Hood Class D on this departure, shall get periodic issuance of VRP point outs.

2.4.2.4 Little Su Departure Instructions

1. All VFR aircraft departing through the Little Su Departure shall be given departure instructions as followed:
    a. From East/North Waterway/32: "… make left closed traffic …"
    b. From South/West Waterway/14: "… make right closed traffic …"

2. When an aircraft departs via the Little Su Departure, a coordinate call must be made to Anchorage Tower, if staffed, to obtain approval prior to an aircraft exiting the pattern into the Anchorage Class C airspace, and the aircraft must squawk mode altitude/"charlie".
3. All VFR aircraft in the Lake Hood Class D on this departure, shall be issued a point of the "Mouth Little Susitna River" VRP, and be issued instructions to proceed direct towards that VRP.

2.3.3 Arrival Procedures

1. All VFR aircraft flying under a Published Arrival Procedure will be handled by the A11 NL controller, and verbally handed over to LT.
2. All aircraft arriving into Lake Hood Seaplane Base shall be instructed to "make straight in" (or other necessary instructions) and be given clearance to land as necessary.

2.3.4 Closed Traffic

1. VFR aircraft may operate in the pattern at or below 1500 feet.
2. Runway 32, North, Northeast, and East waterway utilize right closed traffic, and the opposite pattern direction for runway 14, South, Southwest, and West waterway.

CHAPTER 3: ELMENDORF AFB (PAED)

3.1 Clearance Delivery (ED)

1. Clearance delivery services provided by Elmendorf Clearance Delivery (ED) for IFR and VFR flight following aircraft.
2. All IFR aircraft not filed on a standard instrument departure, shall be instructed to: *"maintain 4000 …"*, and expect radar vectors to their initial fix.
3. All VFR flight following aircraft shall receive NL as their departure frequency, and be instructed to: *"maintain VFR at or below 4000 …"*.

3.1.1 IFR Departure Procedures

SID Name	Route Phraseology
EEEGL#	"Radar vectors _____, then as filed …"
ELMENDORF#	"Radar vectors _____, then as filed …"

3.1.2 IFR Initial Altitudes

SID Name	Altitude Phraseology
EEEGL#	(Maintain/Expect Cruise Altitude)
ELMENDORF#	"Maintain 4000 …"

3.1.3 Facility Beacon Codes

Positions	Beacon Range (Low-High)
EDF ATCT	6331-6377

3.1.4 IFR Departure Frequency

OS	Frequency
NL	119.100

3.1.5 Scratchpad Entries

SID Name	Scratchpad
EEEGL#	EGL
ELMENDORF#	EDF

3.2 Ground Control (EG)

1. EG is responsible for all taxiways.
2. EG does not authorize pushbacks or startups.
3. EG shall ensure that pilots have the most current ATIS prior to reaching the threshold of the runway.
4. EG shall ensure that runway crossings are coordinated with ET.
5. EG shall ensure that aircraft are squawking their assigned beacon code prior to being handed off to ET.
6. EG shall ensure that aircraft are properly sequenced for their A/C type and their direction of travel.
7. EC shall instruct aircraft prior to nearing the hold short point to: *“Contact Elmendorf Tower (frequency).”*

3.2.1 Ground Stops

1. If Ground Stops are in effect, inform the aircraft after issuance of clearance and acknowledgement that there is a ground stop in effect and to monitor this frequency for further instructions.
2. Ensure you inform the aircraft their Estimated Departure Clearance Time (EDCT) if known, as well as the cause of the ground stop.
3. ET will notify EG when aircraft can expect departure, and further action can be taken. Relay this to the pilot.

3.3 Local Control/Tower (ET)

1. ET is responsible for separation of all arriving aircraft handed off by NL.
2. ET is responsible for separation of all departing aircraft.
3. ET is responsible for all runways and waterways.
4. ET is required to obtain departure releases from NL for all IFR aircraft.
5. ET may use rolling calls if properly coordinated and approved by NL.
6. ET shall provide verbal hand-offs to NL when the aircraft reaches 500ft MSL or ½ mile off the departure end of the runway, whichever comes first.
7. IFR departures shall be assigned departure instructions based on the table found below.

SID Name	Instructions
EEEGL#	“Fly the EEEGL# departure …”
ELMENDORF#	“RNAV to MOTTI …”

3.3.1 IFR Departure Headings

Runway	Heading
24	260
06	260
16	180
34	280

3.3.2 Missed Approaches/Go-Arounds

Runway	Heading and Altitude
24	Right 260 and 4000
06	Right 260 and 4000
16	Right 180 and 4000
34	Left 280 and 4000

3.3.3 Closed Traffic

1. VFR aircraft may operate in the pattern at or below 1500 feet.
2. Runway 16 shall be utilized for right traffic, and the opposite pattern direction for runway 34.

CHAPTER 4: MERRILL (PAMR)

4.1 Clearance Delivery (MG)

1. Clearance Delivery services provided by MG.
2. All IFR aircraft shall be instructed to: *"maintain 4000 …"*, expect radar vectors to their initial fix, and receive NL as their departure frequency.
3. All VFR flight following aircraft shall receive NL as their departure frequency, and be instructed to: *"maintain VFR at or below 4000 …"*.

4.1.3 Facility Beacon Codes

Positions	Beacon Range (Low-High)
MRI ATCT	6241-6277

4.1.4 IFR Departure Frequency

OS	Frequency
NL	119.100

4.2 Ground Control (MG)

1. MG is responsible for all taxiways.
2. MG does not authorize pushbacks or startups.
3. MG shall ensure that pilots have the most current ATIS prior to reaching the threshold of the runway.
4. MG shall ensure that runway crossings are coordinated with MT.
5. MG shall ensure that aircraft are squawking their assigned beacon code prior to being handed off to MT.
6. MG shall ensure that aircraft are properly sequenced for their A/C type and their direction of travel.
7. MG shall instruct aircraft prior to nearing the hold short point to: *"Contact Merrill Tower (frequency)."*
8. Runway 5/23 shall only be assigned upon pilot request.

4.2.1 Ground Stops

1. If Ground Stops are in effect, inform the aircraft after issuance of clearance and acknowledgement that there is a ground stop in effect and to monitor this frequency for further instructions.
2. Ensure you inform the aircraft their Estimated Departure Clearance Time (EDCT) if known, as well as the cause of the ground stop.
3. MT will notify MG when aircraft can expect departure, and further action can be taken. Relay this to the pilot.

4.3 Local Control/Tower (MT)

1. MT is responsible for separation of all arriving aircraft handed off by NL.
2. MT is responsible for separation of all departing aircraft.
3. MT is responsible for all runways and waterways.
4. MT is required to obtain departure releases from NL for all IFR aircraft.
5. MT may use rolling calls if properly coordinated and approved by NL.
6. MT shall provide verbal hand-offs to NL when the aircraft reaches 500ft MSL or ½ mile off the departure end of the runway, whichever comes first.

4.3.1 IFR Departure Headings

Runway	Heading
07/05/23/16/34	Runway Heading
25	270

4.3.2 Missed Approaches/Go-Arounds

Runway	Heading and Altitude
07/05/23/16/34	Runway Heading and 4000
25	Right 270 and 4000

4.3.3 Closed Traffic

1. VFR aircraft may operate in the pattern at or below 1500 feet.
2. Runway 16 shall be utilized for left traffic, and the opposite pattern direction for runway 34.

APPENDIX A: APPROACH SCRATCHPADS

1. Approach uses a three letter format consisting of XYY where X identifies the type of approach and YY consists of the runway truncated to two characters. For example, Runway 34 would be 34. Therefore, a Visual approach to Runway 34 would be represented by V34.
2. The below table represents the entries you may see:

Type of Approach	Scratchpad Entry
Localizer	L
RNAV (GPS or RNP)	R
ILS	I
VOR	O
Visual	V
Overhead Break	B