



Anchorage ARTCC

JNU ATCT Standard Operating Procedures

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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Juneau Air Traffic Control Tower (JNU). 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	Jordan Rash, Aidan Deschene / ZAN-3.A

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CHAPTER 1: OPERATIONAL POSITIONS

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Ground*	Juneau Ground	JNU_GND	1	JG	121.900
Tower*	Juneau Tower	JNU_TWR	1	JT	118.700

CHAPTER 2: CLEARANCE DELIVERY (CD)

2.1 Responsibilities

1. Issue clearances to all IFR aircraft, and provide VFR aircraft with necessary information.

2.2 IFR Departure Instructions

2.2.1 Standard Instrument Departures (SIDs)

SID Name	Route Phraseology
ASORT#	“Radar vectors _____, then as ...”
JUNEAU#	“Departure to _____, then as ...”
RODMN#	“RODMN#, then as filed ...”
CHKLT#	“CHKLT#, then as filed ...”
GLAZZ#	“GLAZZ#, then as filed ...”

2.2.2 IFR Initial Altitudes

SID Name	Altitude Phraseology
ASORT#	“Maintain 4000 ...”
JUNEAU#	
RODMN#	“Climb via SID, except maintain 4000 ...”
CHKLT#	
GLAZZ#	

2.2.3 IFR Preferred Routing

Destination	Routing
PANC	ASORT# ASORT YESKA TED

2.2.4 Facility Beacon Codes

Positions	Beacon Range (Low-High)
JNU ATCT	7241-7277

2.3 VFR Departure Instructions

1. All VFR departures shall be assigned a discrete beacon code.
2. Clearance Delivery shall update the aircraft's flight plan to reflect all relevant information.

2.4 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. LC will notify GC when aircraft can expect departure, and further action can be taken. Relay this to the pilot.

2.5 Scratchpads Entries

SID Name	Scratchpad
ASORT#	AST
JUNEAU#	JNU
RODMN#	ROD
CHKLT#	CHK
GLAZZ#	GLZ

CHAPTER 3: GROUND CONTROL (GC)

3.1 Responsibilities

1. GC is responsible for all taxiways.
2. GC control does not authorize pushbacks or startups.
3. GC shall ensure that pilots have the most current ATIS prior to reaching the threshold of the runway.
4. GC shall ensure that IFR (or VFR Flight Following) aircraft are squawking the correct beacon code prior to reaching the threshold of the runway.
5. GC shall ensure that aircraft are properly sequenced for their A/C type and their direction of travel.

3.2 GC/LC Transfer of Control

1. GC shall instruct aircraft to *“Contact Juneau Tower (frequency)”*.

CHAPTER 4: LOCAL CONTROL/TOWER (LC)

4.1 Responsibilities

1. LC is responsible for all aircraft operating in the class “D” airspace.
2. LC is responsible for selecting the active runways based on the weather conditions.
3. LC must communicate runway changes with the Special Center as well as GC and must ensure that all controllers are ready for the switch.
4. LC shall not start radar track on any aircraft, Juneau tower is not a radar equipped tower.

4.2 Departure Procedures

1. LC shall provide proper spacing to all aircraft in the Juneau class “D” airspace.
2. LC is required to obtain departure releases from Anchorage Center if staffed for all IFR aircraft.
3. LC may use rolling calls if properly coordinated and approved by the Anchorage Center, and only if Anchorage Special Center is staffed.
4. LC shall provide verbal hand-offs to Anchorage Center when the aircraft reaches 500ft MSL or ½ mile off the departure end of the runway, whichever comes first.
5. VFR departure remaining within the class “D” airspace shall remain on the tower frequency, the aircraft who are not shall be told to maintain VFR and contact the appropriate center controller.
6. LC shall provide all aircraft with the current wind when clearing an aircraft for take-off.
7. IFR departures shall be assigned departure instructions based on the table found below.

SID Name	Instructions
ASORT#	“Fly the ASORT# departure ...”
JUNEAU#	(No Departure Phraseology)
RODMN#	“RNAV to _____ ...”
CHKLT#	
GLAZZ#	

4.3 Arrival Procedures

1. LC is responsible for proper separation of all aircraft under their control.
2. LC shall provide VFR aircraft with entry instructions into the pattern as well as any necessary traffic information.
3. LC shall provide traffic point-outs to aircraft under their control.
4. LC shall ensure that an aircraft has vacated the runway prior to clearing another aircraft to land.
5. LC shall maintain separation of aircraft arriving on the asphalt runway, and waterway.
6. LC shall provide all aircraft with the current winds when clearing them to land.

4.4 Departure Releases

1. LC will request a Departure Release to En-Route for all IFR departures unless blanket releases are in effect.
2. Departure Releases will include the following content:
 - a. Aircraft Callsign
 - b. SID or Initial Waypoint
 - c. Departure Runway
3. If Blanket Releases are in effect, a Rolling Call will be sent to En-Route for each IFR departure.
4. Rolling calls will include the same content provided in a Departure Release.

4.5 Missed Approaches/Go-Arounds

Runway	Heading and Altitude
08	Right 280 and 4000
26	Runway Heading and 2000

4.6 IFR Departure Headings

Runway	Heading
08	280
26	Runway Heading

4.7 Closed Traffic

1. VFR aircraft may operate in the pattern at or below 1500 feet.
2. Runway 26(s) shall utilize right closed traffic, and the opposite pattern direction for runway 8(s).

4.8 Approach Scratchpads

1. En-Route 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 26 Water would be 6W. Therefore, a Visual approach to Runway 26 Water would be represented by V6W.
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