LBB ORDER
7110.65A

SUBJ: LBB ATCT and TRACON Standard Operating Procedures

This order describes Standard Operating Procedures for the safe and efficient operation of the Lubbock Preston Smith Airport Air Traffic Control Tower and TRACON (LBB ATCT/TRACON) . The provisions and procedures described below are supplemental to and in accordance with Fort Worth ARTCC General Policy and FAA Order JO 7110.65, as well as any published FAA guidelines and procedures. The information contained in this document is to be used for flight simulation purposes only on the VATSIM network. It is not intended, nor should it be used for real-world navigation. This site is not affiliated with the FAA, the actual Fort Worth ARTCC, or any governing aviation body. All content contained herein is approved only for use on the VATSIM network.

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Effective 2/19/2023
This order cancels all previous LBB SOPs and shall establish the LBB JO 7110.65A

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Change Log

Date	Explanation of Changes	Initials

Chapter 1: General

Section 1: Introduction

1-1-1. Purpose

This handbook supplements all other ZFW, VATUSA, VATSIM, and applicable FAA directives. It prescribes air traffic control services and defines the operational responsibilities for personnel providing air traffic control services in the Lubbock ATCT/TRACON terminal area. All ZFW controllers are required to be familiar with the provisions of this directive and to exercise their best judgment when they encounter situations that are not covered.

1-1-2. Position List

Position Name	Frequency	Callsign
Local Control	**120.500**	**LBB_TWR**
Ground Control	**121.900**	**LBB_GND**
Clearance Delivery	**125.800**	**LBB_DEL**
Radar East	**119.200**	**LBB_APP**

Section 2. General Operations

1-2-1. Duty Familiarization

Before assuming any position, it is the responsibility of the controller to be familiar with the relevant sections of this SOP and any ZFW policies and policy changes.

1-2-2. Weather, Hazard, and NOTAM Information

Equipment outages and surface NOTAMs must be advertised on the ATIS, as appropriate. The controller in charge of the ATIS shall ensure that it is kept up to date with the current approaches in use, braking action reports, and runway condition codes. Controllers shall disseminate low-level wind shear/microburst information and hazardous weather information on frequency. When Runway Visual Range (RVR) values are in use, controllers shall broadcast RVR with takeoff and landing clearances.

1-2-3. Runway Utilization

Local control is responsible to designate a primary runway and approach in use, and if necessary, a secondary runway. The secondary runway must not be opposite direction of the primary runway.

1. Runway 17R must be used as the calm wind runway when the wind is five knots or less.

1-2-4. Military Aircraft Noise Abatement Procedures

1. B1 Practice Approaches are authorized between 0800 and 1800 local.

a. Runway 8/26 must be used to the maximum extent possible with pattern traffic remaining on the north side of the airport (R26 – right traffic, R8 – left traffic).
b. Runway 17R practice approaches must commence left turn prior to the departure end of runway 17R. Right traffic not authorized.
c. Runway 35L practice approaches must terminate with a restricted low approach at or above 500 feet. Tower traffic pattern not authorized.

2. Procedures for Heavy Military Aircraft after 2100 local.
    a. All runways
        i. Climbouts to the southeast and/or southwest are not authorized.
        ii. Operations must not be conducted south of runway 8/26. Aircraft should avoid overflying the country club or the city of Lubbock. Runway 35L operations are not authorized.
    b. Runway 17R practice approaches must commence climbout prior to the departure end of runway 17R. Climbouts must be to the northwest or northeast.
    c. Runway 8/26 practice approaches are authorized and may end with a touch and go or low approach. Climbouts must be to the northwest or northeast.
    d. Circling to Runway 17R and 8/26 is authorized provided all circling instructions keep aircraft on the north side of the airport.

1-2-5. Climbouts

1. VFR aircraft departing LBB must be issued a climbout. Local or Radar East should assign the following headings: H030, H130, H220, H310, Runway heading
2. High performance conducting practice approaches to Runway 17R must begin climbout no later than mid-field.

Chapter 2: Tower Cab Procedures

Section 1: Flight Data and Clearance Delivery

2-1-1. Responsibilities

1. Monitor assigned frequencies.
2. Enter and prepare flight plan data for local IFR, SVFR, VFR, and VFR OTP flights.
    a. For VFR aircraft this should include, at minimum: aircraft type, whether flight following was requested or not, and direction of flight if no destination was given.
    b. For local IFR aircraft this should include, at minimum: aircraft type and equipment suffix, and requested altitude.
3. Apply gate hold procedures, when in effect.
4. Forward NOTAMs to appropriate controllers.
5. This position is normally combined to GC.
6. Issue IFR, SVFR, and VFR OTP clearances.

2-1-2. IFR Clearances

1. Aircraft must be issued the standard climbout of runway heading and 6,000 feet initially and to expect final altitude ten minutes after departure unless otherwise coordinated.

Section 2: Ground Control

2-2-1. Responsibilities

1. Monitor assigned frequencies.
2. Obtain approval from LC for crossing the primary or secondary runways and advise LC when the crossing is complete.
3. GC shall have control of closed runways.
4. Obtain approval from LC prior to assigning a runway other than the primary or secondary runways except 17L/35R.
5. Maintain positive control over aircraft movements on taxiway M for the Runway 8 approach path and taxiway J for the Runway 17L approach path.
6. Control the taxiway lights.

2-2-2. Coordination Between Local and Ground

1. GC must obtain approval from LC before authorizing aircraft to cross an active runway. This coordination must include the intersection where the operation will occur.
2. GC must advise LC when the coordinated runway crossing is complete.

2-2-3. Runway Approach and Departure Path

1. When aircraft are departing Runway 26 or arriving Runway 8, aircraft taxiing on taxiway Mike must be given hold short instructions.

PHRASEOLOGY –
HOLD SHORT OF RUNWAY 8 APPROACH

2. When aircraft are departing Runway 35R or arriving Runway 17L, aircraft taxiing on taxiway Juliet must be given hold short instructions.

PHRASEOLOGY –
HOLD SHORT OF RUNWAY 17L APPROACH

Section 3: Local Control

2-3-1. Responsibilities

The LC area of jurisdiction consists of the primary runway, and if designated, the secondary runway. The primary and secondary runways should normally remain LC's control. The LC area of jurisdiction also includes the Class C surface area, at or below, 5,000 feet MSL within a 5 NM radius. Local Control must:

1. Monitor assigned frequencies.
2. Employ automatic departure releases for the primary runway. Obtain a departure release for all aircraft departing secondary runways.

PHRASEOLOGY –
REQUEST RELEASE, (RUNWAY), (CALLSIGN), (HEADING OR FIX, IF NEEDED)

3. Provide initial separation between:
    a. Departures.
    b. Departures and tower pattern traffic.
    c. Departures and any coordinated traffic.
    d. Arrivals and tower pattern traffic.
    e. Departures and Lubbock arrivals within 5 NM of the airport at the time of frequency change.
4. Issue takeoff clearances and approved climbout headings, unless otherwise coordinated, to VFR aircraft departing all runways.
5. Coordinate with Radar East for any departures assigned other than standard climbout of runway heading and 6,000 feet.
6. Issues departures a frequency change to departure.
7. Ensure STARS auto acquisition for IFR departures and radar handoff VFR departures.
8. Ensure closed traffic maintains an altitude at or below 5,000 MSL and a pattern in which LC can readily accomplish visual separation with other arrivals.
9. Not alter the arrival sequence.
10. Operate approach lights, runway lights, and rotating beacon as required.
11. Quick Look Radar East.
12. Provide visual separation between simultaneous arrivals.
13. Coordinate with GC prior to using a runway other than the designated runway(s).

14. Coordinate with GC when areas on the airport other than runways will be utilized for helicopter operations.
15. Coordinate with Radar East when changing and assigned climbout/missed approach instructions.

2-3-2. Go-arounds and Unplanned Missed Approaches

1. All go-around and/or unplanned missed approaches must be assigned standard climbout instructions unless otherwise coordinated.
2. LC is responsible for IFR separation between successive departures and/or arrivals and go-around or unplanned missed approach aircraft and must take into consideration aircraft characteristics, weather conditions, runway configuration, at a minimum, to the following factors:
    a. Communication and/or control transfer.
    b. Runway configuration.
    c. Wake turbulence.
    d. Type of approach (instrument or visual).
3. Tower pattern altitude must be issued to aircraft remaining with the tower following a missed approach.

2-3-3. Overhead Maneuver Procedures

1. Aircraft conducting overhead approaches must be provided pattern altitude and direction of turns to expect.

Chapter 3: Radar East Procedures
Section 1: Position Information

3-1-1. Responsibilities

The Radar East area of jurisdiction consists of that airspace as depicted in Appendix A. Radar East must:

1. Monitor assigned frequencies.
2. Transfer communications of arrival aircraft to LC in approach sequence as follows:
    a. Within 15 miles but not closer than five miles from the airport.
    b. Outside the FAF.
3. Apply separation from all properly tagged or verbally coordinated climbout/missed approaches and between all aircraft in the departure corridor.
4. Coordinate with LC prior to authorizing aircraft to operate within Class C surface area below 6,000 feet.
5. Coordinate with LC prior to approving approaches or assigning aircraft other than the primary or secondary runway, if one has been designated.
6. Suspend or restrict automatic departure releases as necessary.
7. Make a request with LC prior to allowing SVFR aircraft into Class C airspace.
8. Transmit new ATIS code upon receipt as soon as practical.

3-1-2. Radar Sequencing and Forwarding Arrival Information to the Tower

1. Arrival information must be manually or automatically forwarded to the tower for all arrivals. The minimum required information, which may be contained in the scratchpad or datablock is as follows:
    a. Aircraft identification.
    b. Type of approach, if other than advertised.
    c. Type aircraft.
2. Radar East must forward requests for pattern work to LC via scratch pad entry or verbally.
3. Helicopters landing on the east, west, or southwest ramp must be coordinated verbally.

Appendix A: Radar East Area of Control