

**Virtual Air Traffic Simulation Network (VATSIM)  
United States Division  
Fort Worth vARTCC (ZFW)**

**KOKC – Oklahoma City/Will Rodgers World Airport ATCT/TRACON  
Standard Operating Procedures**

*Rev. December 17, 2014  
Approved: January 1, 2015*

**Purpose:**

This handbook supplements all other vZFW, VATUSA, VATSIM, and applicable FAA directives. It prescribes air traffic control services and defines the operational responsibilities for personnel providing air traffic control services for Oklahoma City/Will Rodgers World Airport ATCT and Tracon. All vZFW 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.

Signed:



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Brighton McMinn  
Air Traffic Manager  
Virtual Fort Worth Air Route Traffic Control Center

Approved:

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//signed//

Kevin Copeland – VATUSA8  
Southern Regional Director

## 1) GENERAL

### a) CALLSIGN AND FREQUENCY USAGE

Position Name	Frequency	Callsign	Relief Callsign	Voice Room
ATIS	125.850	KOKC_ATIS	-	KOKC_ATIS
Delivery	124.370	OKC_DEL	OKC_1_DEL	OKC_DEL
Ground	121.900	OKC_GND	OKC_1_GND	OKC_GND
Tower	119.350	OKC_TWR	OKC_1_TWR	OKC_TWR
NE Approach	120.450	OKC_APP	OKC_NE_APP	OKC_APP
SE Approach	124.200	OKC_SE_APP	OKC_S1_APP	OKC_SE_APP
West Approach	124.600	OKC_W_APP	OKC_W1_APP	OKC_W_APP

### b) POSITION SPLITS AND COMBINATIONS

- i) During Normal Operations, all TRACON positions are combined into OKC\_APP and all local positions are combined into OKC\_TWR. An SE/W split will then occur and only once OKC is fully staffed (during event level traffic) will the satellite towered airports open.

### c) CONTROLLERS SHOULD

- i) Ensure all arrivals have the current ATIS code or altimeter for OKC. ATIS code is the preferred method when a voice ATIS is in place.
- ii) Ensure all departures are routed and vectored through appropriate departure gates and within the departure controller's horizontal and vertical airspace in accordance with the airspace maps.
- iii) Ensure that the first RNAV departure fix is inserted into the scratchpad using approved entries.

## 2) RUNWAY FLOWS

- a) SOUTH FLOW (Standard): Departing and Arriving 13, 17L/R, 18
- b) NORTH FLOW: Departing and Arriving 31, 35L/R, 36

## 3) CLEARANCE DELIEVERY

### a) OPERATING PROCEDURES:

- i) Whenever possible, aircraft should be cleared via a valid departure procedure (SID).
- ii) Preferred routings are not required for normal operations on VATSIM, however during events or where otherwise requested, pilots should be cleared via a preferred route when possible.
- iii) Aircraft filing an IFR flight plan including a Standard Instrument Departure (SID) shall be instructed to "Climb via the SID" as a part of their IFR clearance.
- iv) Jet/turboprop/piston aircraft on an IFR flight plan not including a SID and requesting a cruise altitude above 6,000 feet shall be issued an initial altitude of 5,000 feet and instructed to expect their filed cruise altitude 10 minutes after departure. Jet/turboprop/piston aircraft requesting a cruise altitude of less than 5,000 feet shall be issued their filed cruise altitude as

their initial altitude. Aircraft departing to a satellite airport shall be assigned an initial altitude of 4,000.

- v) Issue and ensure receipt of IFR and VFR clearances to aircraft departing KOKC.
- vi) Ensure all departures have the correct ATIS information any time ATIS is available.
- vii) Ensure any necessary altitude or departure amendments are completed.
- viii) Ensure IFR aircraft are assigned an altitude which is valid for the direction of flight.
- ix) Assign runways to departing aircraft based on their direction of flight. East bound aircraft should depart on 17L/35R while west bound aircraft should depart 17R/35L. North/south departures can be assigned either runway.

#### 4) GROUND CONTROL

- a) OPERATING PROCEDURES:
  - i) Ensure scratch pad entries are complete and correct.
  - ii) Issue taxi clearances and instructions for aircraft operating on the airport movement areas.

#### 5) LOCAL CONTROL

- a) AIRSPACE: See Figure 1
- b) OPERATING PROCEDURES:
  - i) Aircraft departing on an RNAV Standard Instrument Departures (SID) shall be given their first RNAV fix in their takeoff clearance or an appropriate departure heading in accordance with their SID, current flows, etc.
    - (1) Example: "American 123, RNAV to \_\_\_\_\_, runway 17L, cleared for takeoff."
    - (2) Example: "Southwest 456, after departure fly heading 200, runway 17L, cleared for takeoff."
    - (3) See current SID chart or current OKC SID cheat sheet for appropriate RNAV fixes and departure headings.
  - ii) Aircraft departing on a non RNAV Standard Instrument Departures (SID) shall be given an appropriate departure heading in accordance with their SID, current flows, etc.
    - (1) If a heading is not depicted on the SID, aircraft should then be assigned runway heading.
  - iii) Ensure aircraft is squawking mode C and the correct code before departure.
  - iv) Ensure scratch pad entries are complete and correct.
  - v) Automatically release and retain control of departures while standard separation exists.

- vi) Ensure aircraft are either established on the issued departure heading or their filed RNAV route prior to handing them off to Departure.
- vii) Responsible for selection of flow and active runways, ATIS broadcast, and coordination of flow changes to adjacent controllers.
- viii) Tower controllers should not set temporary altitudes for departing aircraft.
- ix) Tower controllers should not radar track or handoff an aircraft.
- x) All VFR aircraft shall fly a right hand traffic pattern for runway 13, 17R, 18, and 35R.
- xi) All VFR aircraft shall fly a left hand traffic pattern for runway 17L, 31, 35L, and 36.
- xii) Missed Approach Procedures:
  - (1) Aircraft should first be instructed to fly the published missed approach procedure and then handed off to the appropriate approach controller.
  - (2) When aircraft are not able to fly the published missed approach procedure, advise jets to maintain 6000 and props to maintain 4000. Assign runway heading and handoff to appropriate approach controller.

## 6) COMBINED APPROACH

- a) GENERAL: Combined Approach has responsibility of all departure and arrival aircraft and associated airspace and operates on frequency 120.450. Combined Approach is responsible for vectoring aircraft to the final approach course and issuance of approach clearances for all runways at OKC and surrounding satellite airports.
- b) AIRSPACE: See Figure 2
- c) SOUTH FLOW:
  - i) Aircraft will be handed off from ZFW/ZKC descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
  - ii) Aircraft arriving to OKC from the south should be put on a downwind heading for their assigned runway.
  - iii) Vector and sequence as needed for assigned approach, handoff to tower before a 5nm final (unless otherwise coordinated).
- d) NORTH FLOW:
  - i) Aircraft will be handed off from ZFW/ZKC descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
  - ii) Aircraft arriving to OKC from the north should be put on a downwind heading for their assigned runway.
  - iii) Vector and sequence as needed for assigned approach, handoff to tower before a 5nm final (unless otherwise coordinated).

## 7) NORTHEAST APPROACH

- a) GENERAL: Northeast Approach has responsibility of all airspace and aircraft in the northeast quadrant of the airspace (a 001-080 heading from the OKC airport) and operates on frequency 120.450. Northeast Approach is responsible for vectoring aircraft to the final approach course and issuance of approach clearances for runway 17L. Northeast Approach is also responsible for all departure through the northeastern quadrant of the airspace. During normal operations, all OKC TRACON positions are combined under Northeast Approach
- b) AIRSPACE: See Figure 2
- c) SOUTH CONFIGURATION:
  - i) Aircraft will be handed off from ZFW/ZKC descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
  - ii) Aircraft arriving at OKC from the south/southeast, will be handed off from Southeast Approach at 7000 on a northbound heading, downwind of their assigned arrival runway.
  - iii) Vector and sequence as needed for assigned approach, handoff to tower before a 5nm final (unless otherwise coordinated).
- d) NORTH CONFIGURATION:
  - i) Aircraft will be handed off from ZFW/ZKC descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
  - ii) Assign aircraft a southbound heading (downwind of their arrival runway) and handoff to Southeast Approach.

## 8) SOUTHEAST APPROACH

- a) GENERAL: Southeast Approach has responsibility of all airspace and aircraft in the southeast quadrant of the airspace (a 081-170 heading from the OKC airport) and operates on frequency 124.200. Southeast Approach is responsible for vectoring aircraft to the final approach course and issuance of approach clearances for runway 31 and 35R. Southeast Approach is also responsible for all departure through the southeastern quadrant of the airspace.
- b) AIRSPACE: See Figure 2
- c) SOUTH CONFIGURATION:
  - i) Aircraft will be handed off from ZFW descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
  - ii) Assign aircraft a northbound heading (downwind of their arrival runway) and handoff to Northeast Approach.
- d) NORTH CONFIGURATION:

- i) Aircraft will be handed off from ZFW descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
- ii) Aircraft arriving at OKC from the north/northeast will be handed off from Northeast Approach at 7000 on a southbound heading, downwind of their assigned arrival runway.
- iii) Vector and sequence as needed for assigned approach, handoff to tower before a 5nm final (unless otherwise coordinated).

## 9) WEST APPROACH

- a) GENERAL: West Approach has responsibility of all airspace and aircraft in the western half of the airspace and operates on frequency 124.600. West Approach is responsible for vectoring aircraft to the final approach course and issuance of approach clearances for runway 13, 17R/35L and 18/36. West Approach is also responsible for all departures through the western half of the airspace.
- b) AIRSPACE: See Figure 2
- c) SOUTH CONFIGURATION:
  - i) Aircraft will be handed off from ZFW/ZKC descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
  - ii) Aircraft arriving to OKC from the south should be put on a downwind heading for their assigned runway.
  - iii) Vector and sequence as needed for assigned approach, handoff to tower before a 5nm final (unless otherwise coordinated).
- d) NORTH CONFIGURATION:
  - i) Aircraft will be handed off from ZFW descending on their filed arrival into OKC. After aircraft has meet all crossing restrictions on their arrival, descend aircraft to 7000 and assign approach.
  - ii) Aircraft arriving at OKC from the north/northeast will be handed off from Northeast Approach at 7000 on a southbound heading, downwind of their assigned arrival runway.
  - iii) Vector and sequence as needed for assigned approach, handoff to tower before a 5nm final (unless otherwise coordinated).

## 10) DEPARTURES

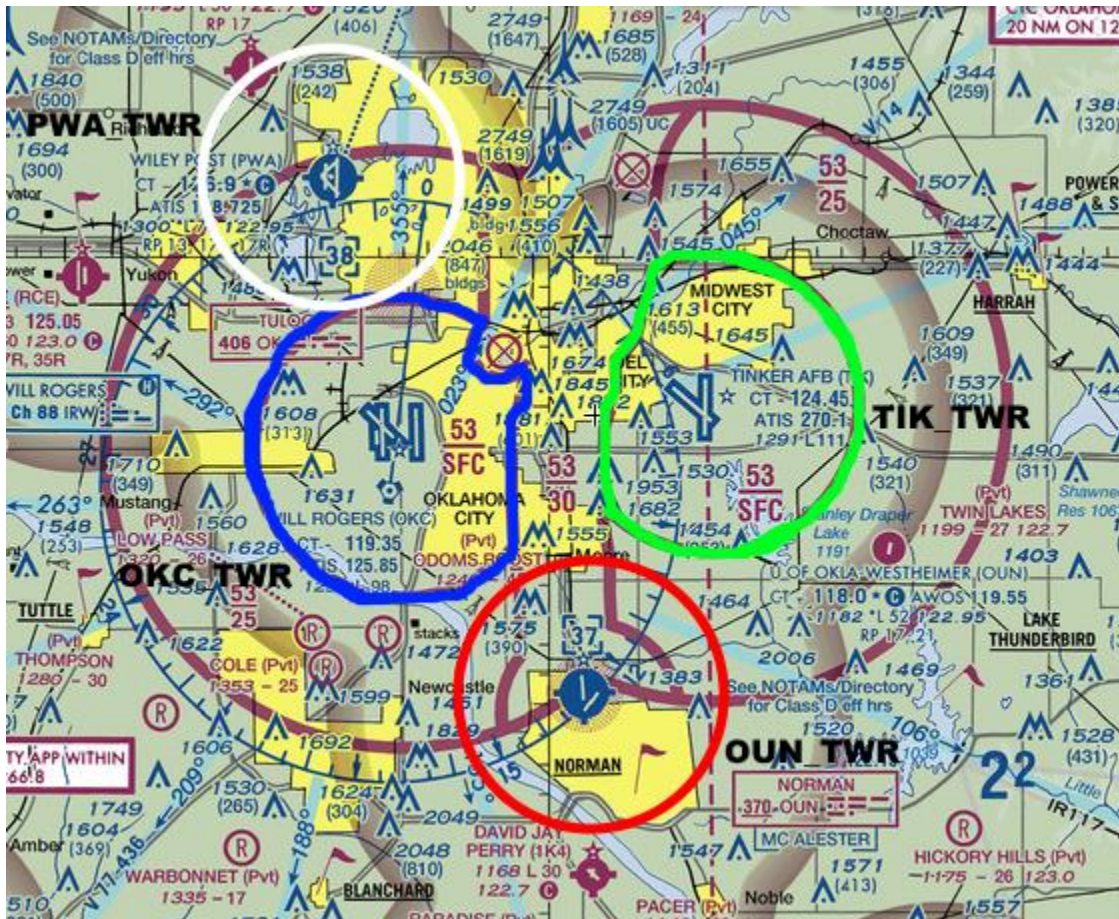
- a) GENERAL: Departure has responsibility of all aircraft departing the OKC airspace and is in charge of ensuring separation of traffic to remain clear of conflict.
- b) AIRSPACE: When airspace is split, approach sectors act as departure for their sectors of the airspace. See Figure 2.
- c) SOUTH FLOW: Aircraft who are departing the airspace to the northeast should be assigned

Southeast Approach as their departure. After departure, Southeast Approach will radar contact the aircraft, vector to assigned departure, climb to 15000, and handoff to Northeast Approach when appropriate.

- d) NORTH FLOW: Aircraft who are departing the airspace to the south east should be assigned Northeast Approach as their departure. After departure, Northeast Approach will radar contact the aircraft, vector to assigned departure, climb to 15000, and handoff to Southeast Approach when appropriate.
- e) ALL CONFIGURATIONS:
  - i) Aircraft should be instructed to climb to 15000 (if their cruise altitude is greater than 15000) or to their cruise altitude (if cruise altitude is less than 15000)
  - ii) IFR aircraft departing on a SID shall be instructed to "Climb via the SID, except maintain one five thousand."
  - iii) Aircraft should be handed off to ZFW/ZKC (or to advisory, when applicable) between 10000-12000 to ensure aircraft does not level off at 15000.
  - iv) Aircraft may be handed off to ZFW/ZKC (or to advisory, when applicable) when they are established on their departure procedure and are clear of any conflict.

## 11) AIRSPACE DIAGRAMS

- a) Figure 1 – Tower Airspaces



b) Figure 2 – Approach Splits

