

OKC ATCT/TRACON
Standard Operating Procedures

FORTWORTH

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Table of Contents

Chapter 1: General	5
Section 1: Introduction	5
1-1-1. Purpose.....	5
1-1-2. Position List	5
Section 2. General Operations.....	5
1-2-1. Duty Familiarization	5
1-2-2. Weather, Hazard, and NOTAM Information.....	5
1-2-3. Runway Utilization	5
Chapter 2: TRACON Procedures.....	7
Section 1: Coordination.....	7
2-1-1. Handoff Procedures.....	7
2-1-2. Communications Transfer	7
2-1-3. Automatic Releases	7
Section 2: Position Duties and Responsibilities.....	8
2-2-1. Northeast (NE) Radar.....	8
2-2-2. Final (FR) Radar.....	8
2-2-3. Northwest (NW) Radar	8
2-2-4. Southwest (SW) Radar	8
2-2-5. Southeast (SE) Radar	8
Section 3: Miscellaneous.....	9
2-3-1. Downwind Guidance.....	9
2-3-2. Regularly Combined Positions.....	9
2-3-3. Satellite Airport Departures.....	9
Chapter 3: Tower Cab Procedures	10
Section 1: Local Control	10
3-1-1. Responsibilities	10
3-1-2. OKC Departure Headings	10
Section 2: Ground Control	11
3-2-1. Responsibilities	11
3-2-2. Multiple Runway Crossings.....	11
Section 3: Clearance.....	11
3-3-1. Responsibilities	11
3-3-2. IFR Departure Procedures.....	12
3-3-3. VFR Departure Procedures	12
Appendix A: Airspace Delegation.....	13
Appendix B: Non-RNAV Departure Gates	26
Appendix C: Missed Approaches	26

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 Oklahoma City 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	119.350	OKC_TWR
Ground Control	121.900	OKC_GND
Clearance Delivery	124.350	OKC_DEL
Northwest Radar	124.600	OKC_NW_APP
Final Radar	133.600	OKC_F_APP
Northeast Radar	124.200	OKC_NE_APP
Southeast Radar	120.450	OKC_SE_APP
Southwest Radar	126.650	OKC_SW_APP
ATIS	125.850	KOKC_ATIS

NOTE: The bolded position reflects the callsign of the combined frequency. This is the position that should be open first. Additional Radar positions should be opened in the order listed.

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

1. Preferred runways:

OKC Order 7110.65A

- a. South flow is the normal and preferred configuration with any wind less than five knots. South flow is the preferred configuration until the tailwind component exceeds ten knots, or multiple aircraft cite the tailwind component as a reason for go around.
2. Runway usage:
 - a. South Flow
 - i. Arriving and departing runways 17L, 17R
 - b. North Flow
 - i. Arriving and departing runways 35L, 35R

NOTE: Turbojet arrivals on Runway 17L and departures on 35R should be limited between the hours of 2200 and 0600 local.

Chapter 2: TRACON Procedures

Section 1: Coordination

2-1-1. Handoff Procedures

1. Inbounds
 - a. Handoffs between successive positions, except for aircraft covered in paragraphs b. and c., may be:
 - i. Descending to or level at 4,000.
 - ii. Descending to or level at 5,000.
 - iii. Descending to or level at 6,000.
 - iv. Aircraft should be assigned an altitude correct for direction of flight in all instances.
 - b. TIK Arrivals
 - i. Arriving from NW or SW at or descending to 10,000.
 - ii. Arrivals from NE or SE requesting a hi-approach, at or descending to 10,000.
 - iii. Arrivals from NE or SE not requesting a hi-approach, at or descending to 6,000.
 - c. In north flow SE handoff aircraft to SW that are 7,000 or above arriving at airports west of Will Rogers at or descending to 7,000.
 - d. Aircraft inbound on STARs must be restricted to the STAR altitudes.
2. Departures
 - a. Departures from all airports must be handed off to successive positions at or climbing to 15,000 or their requested altitude, whichever is lower.
3. Transfer of Control
 - a. DO NOT AUTHORIZE aircraft to descend into FR Airspace.
 - b. Initial turns on departure must be towards the departure route, except for departures assigned heading 200 must not be turned counterclockwise until exiting LC's airspace.

2-1-2. Communications Transfer

Communications transfer of arrivals to the LC frequency must be accomplished prior to the aircraft reaching a point 5 flying miles from the landing threshold.

2-1-3. Automatic Releases

Provided departures are in the direction of the normal flow, and headings are assigned that are consistent with those specified in 3-1-2, automatic releases are in effect for traffic departing OKC. Rolling reports are required for "East and West Miss" departures only (see appendix C).

Section 2: Position Duties and Responsibilities

2-2-1. Northeast (NE) Radar

1. Provide ATC service and coordination for operations inside NE airspace.
2. When TIK is in south flow, establish arrival sequence to TIK. Aircraft executing an instrument approach from a left base must be kept at 4,000 and out of the 3,700' MVA lateral bounds.
3. Handoff aircraft executing a missed approach into another controller's airspace after a frequency change to the tower.

2-2-2. Final (FR) Radar

1. Provide ATC service and coordination for operations inside FR airspace.
2. Establish the arrival sequence to OKC.
3. When visual approaches are in use:
 - a. Aircraft should be vectored for a final greater than 5 miles and the last assigned altitude should be 4,000 or higher.
 - b. Transfer communications to tower no later than a 5nm final.
4. Handoff aircraft executing a missed approach into another controller's airspace after a frequency change to the tower.
5. When OKC is in a South flow, sequence IFR/VFR practice approaches into PWA.
6. When OKC is in a North flow, sequence IFR/VFR practice approaches into OUN.
7. When PWA and OKC are in North flow and advertising instrument approaches, sequence instrument approaches into runways 35L/R at PWA.
 - a. These aircraft should be pointed out to NW, unless originally handed off by NW.
 - b. When PWA is advertising visual approaches, these aircraft shall be retained and sequenced by NW.

2-2-3. Northwest (NW) Radar

1. Provide ATC service and coordination for operations inside NW airspace.
2. When PWA is advertising visual approaches in North flow, sequence all IFR aircraft inbound to PWA. Point these aircraft out as necessary.
3. When OKC and PWA are advertising instrument approaches and in North flow, handoff all IFR arrivals inbound to PWA to FR. FR will have control to sequence and conduct approaches at their discretion.
4. Handoff aircraft executing a missed approach into another controller's airspace after a frequency change to the tower.

2-2-4. Southwest (SW) Radar

1. Provide ATC service and coordination for operations inside SW airspace.

2-2-5. Southeast (SE) Radar

1. Provide ATC service and coordination for operations inside SE airspace.
2. When TIK is in north flow, establish the arrival sequence to TIK.

3. Handoff aircraft executing a missed approach into another controller's airspace after a frequency change to the tower.

Section 3: Miscellaneous

2-3-1. Downwind Guidance

Unless an operational necessity exists, downwind will normally be flown at 4,000. Aircraft must not be turned on opposing bases at the same altitude for any type of approach.

2-3-2. Regularly Combined Positions

1. Northwest Radar/Southwest Radar/Final Radar
2. Northeast Radar/Southeast Radar

2-3-3. Satellite Airport Departures

1. Altitude – 3000', expect requested altitude 10 minutes after departure.
2. Headings
 - a. South Flow: Heading 170
 - b. North Flow: Heading 350
3. Exceptions
 - a. CHK and HMY – heading 350 regardless of flow
 - b. GOK – heading 170 regardless of flow
 - c. HSD – assign 4000 and heading 260 regardless of flow
 - d. PWA, TIK, OUN – headings per Minor Reference Guide

Note: The following headings should only be assigned within controlled airspace.

“When entering controlled airspace, fly heading XXX”

Chapter 3: Tower Cab Procedures

Section 1: Local Control

3-1-1. Responsibilities

1. Ensure initial separation between successive departures, arrivals and departures, and departures and missed approach aircraft.
 - a. In the event an aircraft conducting an instrument approach executes a go around/missed approach, LC must coordinate with the appropriate radar controller for climb out instructions and handoff information. LC may clear the aircraft for a visual approach after coordination.
 - b. In the event an aircraft conducting a visual approach executes a go around, LC may retain the aircraft in the VFR traffic pattern. By doing this, LC assumes responsibility for separation between successive arrivals.
 - c. Issue missed approach heading to aircraft and ensure the turn prior to communication transfer.
2. Provide ATC service to within the airspace delegated to Local Control.
3. Ensure initial radar identification and departure acquisition for all VFR OKC departures.
 - a. LC shall not inform the aircraft they have been radar identified. The initial departure controller will inform the aircraft it is in “radar contact”.
 - b. LC shall ensure that the departure controller has acquired the radar track before handing the aircraft to departure.
 - c. Rolling reports are required for all “East Miss” and “West Miss” departures.
4. Coordinate with GC prior to approving arrivals on inactive runways.
5. LC has control of aircraft within the airspace delegated to Local Control, provided the changes do not conflict with subsequent arrivals.
6. Instruct turbojet and turboprop aircraft remaining in closed traffic to climb to 2500 feet before executing a turn to crosswind.
7. Assist GC in surveillance of airport movement areas.
8. Provide visual separation to all arrivals to OKC that are within 5 flying miles of the landing threshold.
9. AREA ZULU (Tower surface area up to and including 3500 feet). Tower shall request Area Zulu prior to use from the appropriate radar position.

3-1-2. OKC Departure Headings

1. IFR No SID
 - a. South Flow (Runways 17L/17R/18/13)
 - i. Aircraft exiting TRACON from V14 through IRW166R – heading 175
 - ii. Aircraft exiting TRACON from V77 southbound through V77 northbound – heading 200
 - iii. Military aircraft via V77.SPS – heading 200
 - b. North Flow (Runways 35L/35R/36/31)
 - i. Aircraft exiting TRACON from IRW166R through V507 – heading 310
 - ii. Aircraft exiting TRACON from V77 through V210 – heading 010

2. Local IFR to OKC and VFR Practice Approaches
 - a. “East Miss” or “West Miss” heading, per Appendix C
3. Local IFR to satellite airports
 - a. Assign headings per 3-1-2.1 that most aligns with direction of flight.
4. VFR (and Special VFR)
 - a. South Flow (Runways 17L/17R/18/13)
 - i. On course heading 001 through 099 – heading 100
 - ii. On course heading 100 through 279 – on course
 - iii. On course heading 280 through 360 – heading 280
 - b. North Flow (Runways 35L/35R/36/31)
 - i. On course heading 001 through 060 – on course
 - ii. On course heading 061 through 170 – heading 060
 - iii. On course heading 171 through 279 – heading 280
 - iv. Landing OUN/1K4 – heading 080
 - v. Landing PWA – on course

Section 2: Ground Control

3-2-1. Responsibilities

1. Responsible for aircraft on all movement areas, except for active runways.
 - a. Runways 36/18 and 31/13 are normally inactive.
2. Assist LC in surveillance of areas movement areas.
3. Sequence aircraft to comply with relevant traffic management initiatives.
4. Sequence departure aircraft in a manner that will facilitate and efficient flow of traffic.

3-2-2. Multiple Runway Crossings

GC is authorized to cross runways 18/36 and 17R/35L at taxiway G in one crossing.

Section 3: Clearance

3-3-1. Responsibilities

1. Issue and ensure receipt of clearances for aircraft departing OKC.
2. Assign the following altitudes:
 - a. Aircraft departing via a SID, assign “Maintain 5000”
 - b. Aircraft requesting 6000’ or above, assign 5000’ expect requested altitude 10 minutes after departure
 - c. Requesting 5000’ or lower, assign requested altitude
 - d. To satellite airports, assign 4000’
3. Assign the appropriate departure frequency.
4. Creates an appropriate flight strip for all VFR aircraft. This shall include aircraft ID, type, altitude requested and assigned, as appropriate, and direction of flight, if no destination was given.
5. Transmit PDCs to capable aircraft.

3-3-2. IFR Departure Procedures

1. No SID Aircraft
 - a. Shall be cleared via radar vectors to the appropriate gate, per Appendix B.

Example: An aircraft filed to KHOT airport via PGO should be cleared to Hot Springs airport via radar vectors V210 MINGG direct PGO, then as filed.

2. Local IFR to OKC
 - a. Clearance limit – OKC
 - b. Route/altitude/heading – “East Miss” or “West Miss”
3. Local IFR to satellite airports
 - a. Clearance limit – destination airport
 - b. Route of flight – radar vectors
 - c. Altitude – 4000’
4. Local OTP – VFR on Top
 - a. Clearance limit – departure airport
 - b. Route of flight – radar vectors
 - c. Altitude – climb to and report reaching VFR on top, tops reported (altitude) or no tops reported, if not on top by 5000’, maintain 5000’ and advise.

Example: Cleared to OKC airport via radar vectors direct. Climb to and report reaching VFR on top, no tops reported. If not on top by 5000’, maintain 5000’ and advise...

3-3-3. VFR Departure Procedures

1. All VFR Departures
 - a. Assign the appropriate departure frequency for direction of flight
 - b. Assign a beacon code
 - c. Do not assign VFR departures a specific altitude.
2. VFR Practice approach
 - a. Altitude – maintain VFR
3. Special VFR (SVFR)
 - a. Altitude – maintain at or below 3000’ while in class C airspace.

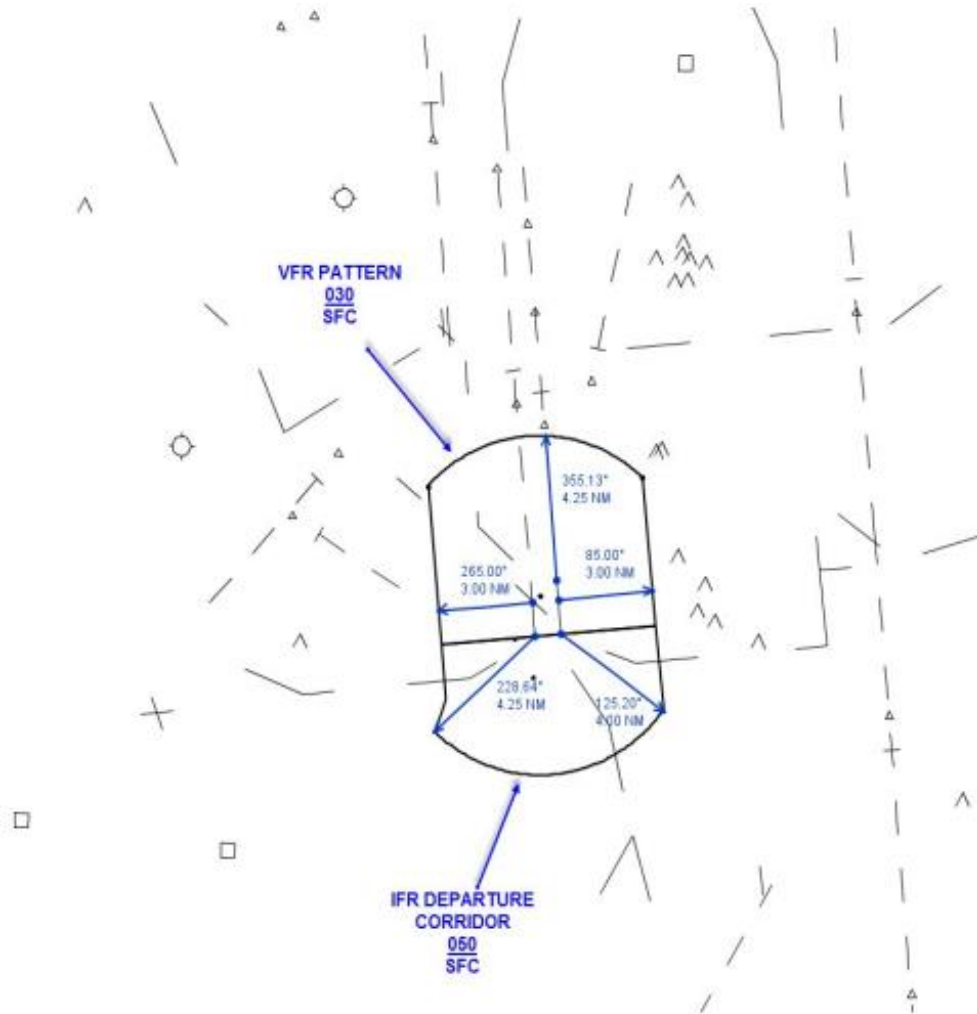
Appendix A: Airspace Delegation

This appendix contains charts depicting the portions of the Oklahoma City Terminal airspace delegated to the various operational positions in north and south traffic flows.

1. SOUTH FLOW

a. LOCAL CONTROL AIRSPACE:

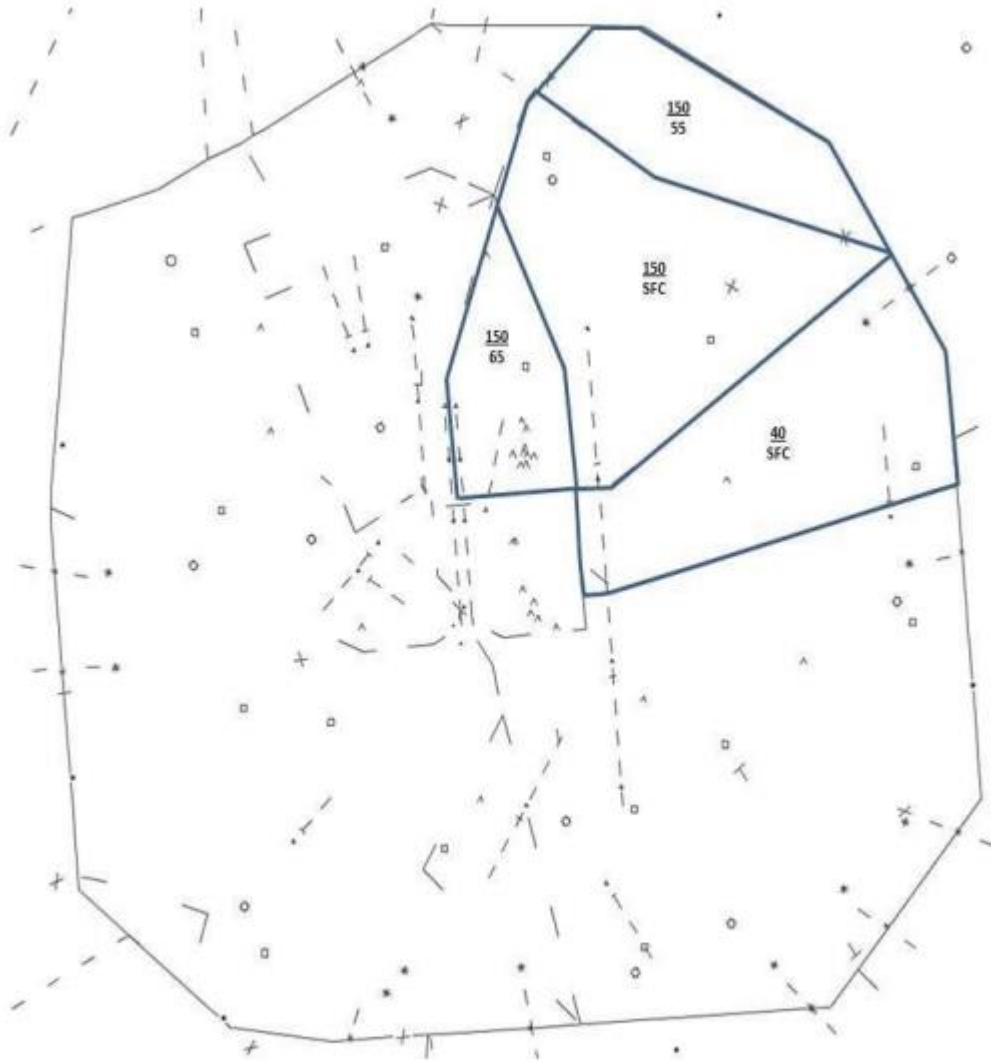
FIGURE A-1 LOCAL CONTROL - SOUTH FLOW



A-1

b. NORTHEAST

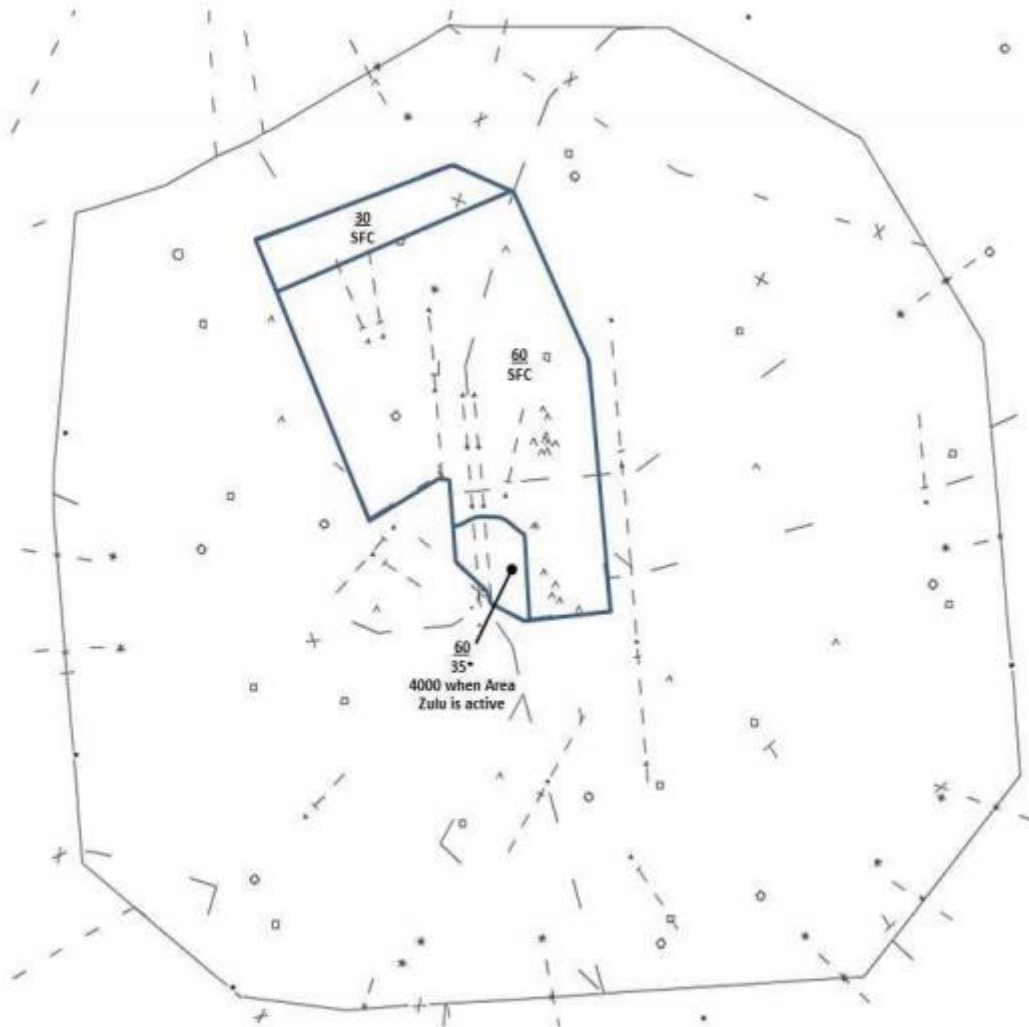
FIGURE A-2 NORTHEAST - SOUTH FLOW



A-2

c. **FINAL**

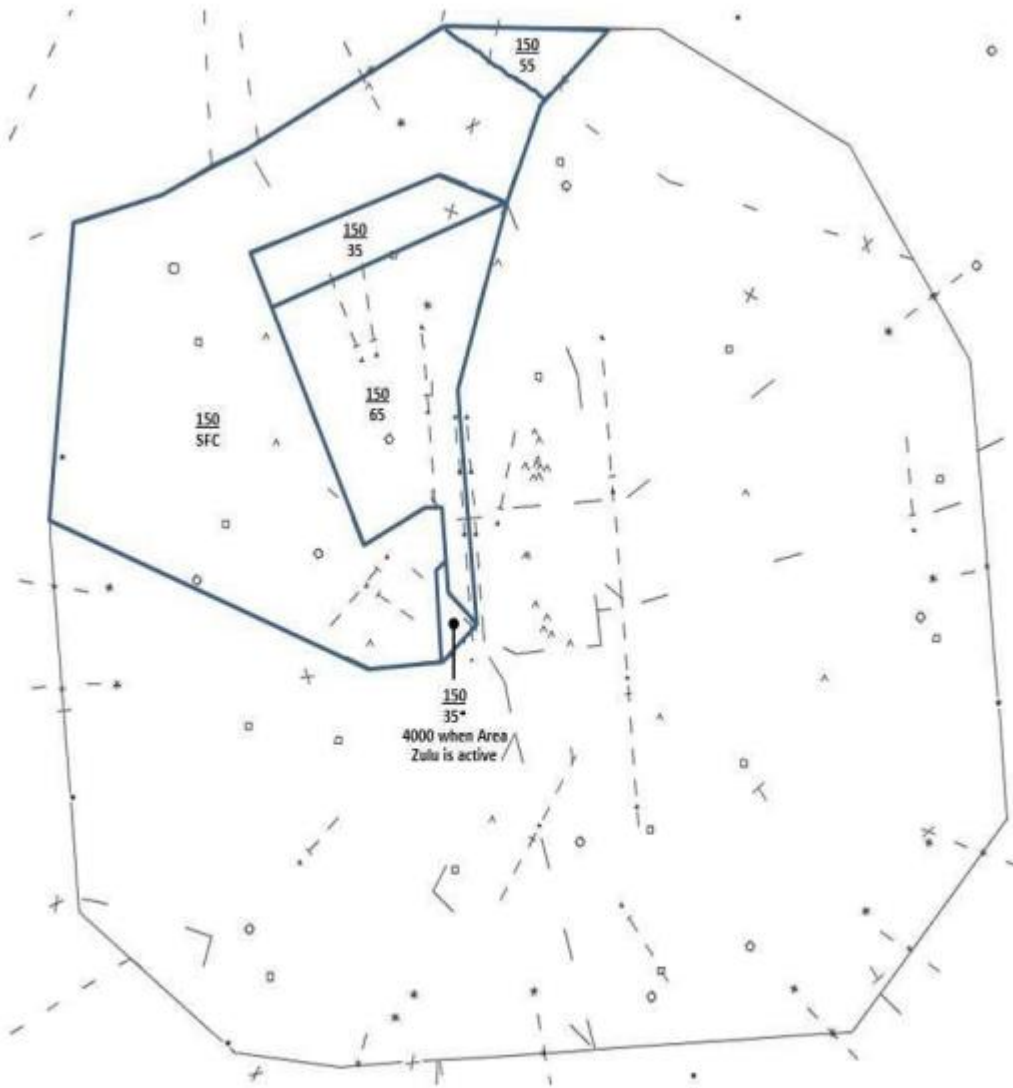
FIGURE A-3 FINAL - SOUTH FLOW



A-3

d. NORTHWEST

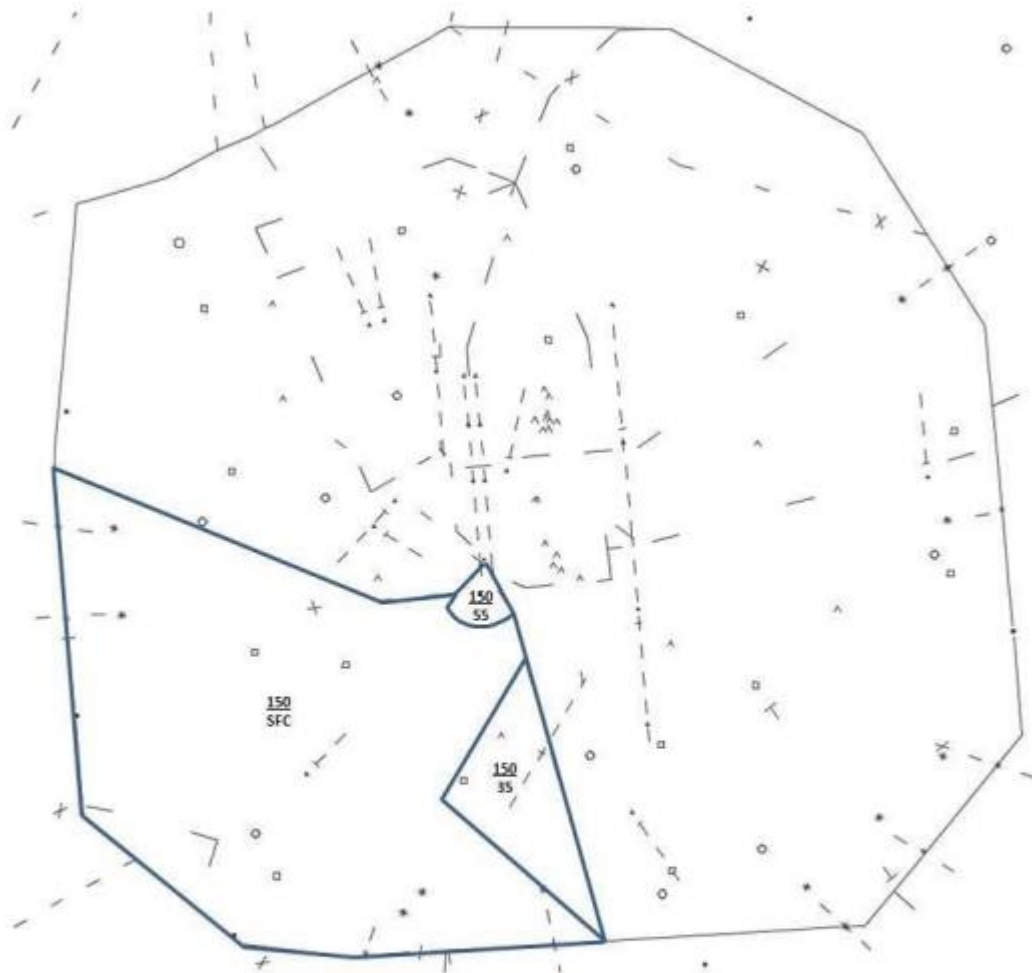
FIGURE A-4 NORTHWEST SOUTH- FLOW



A-4

e. SOUTHWEST

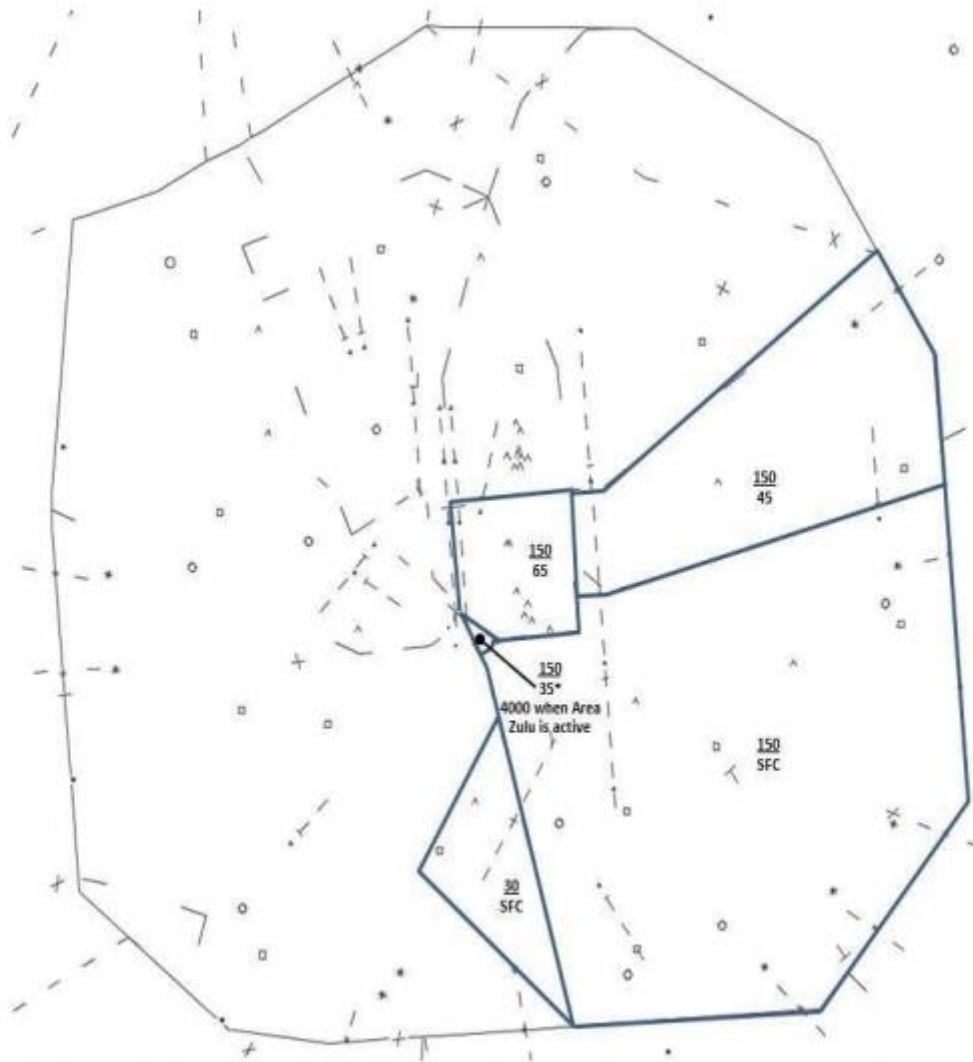
FIGURE A-5 SOUTHWEST - SOUTH FLOW



A-5

f. SOUTHEAST

FIGURE A-6 SOUTHEAST - SOUTH FLOW

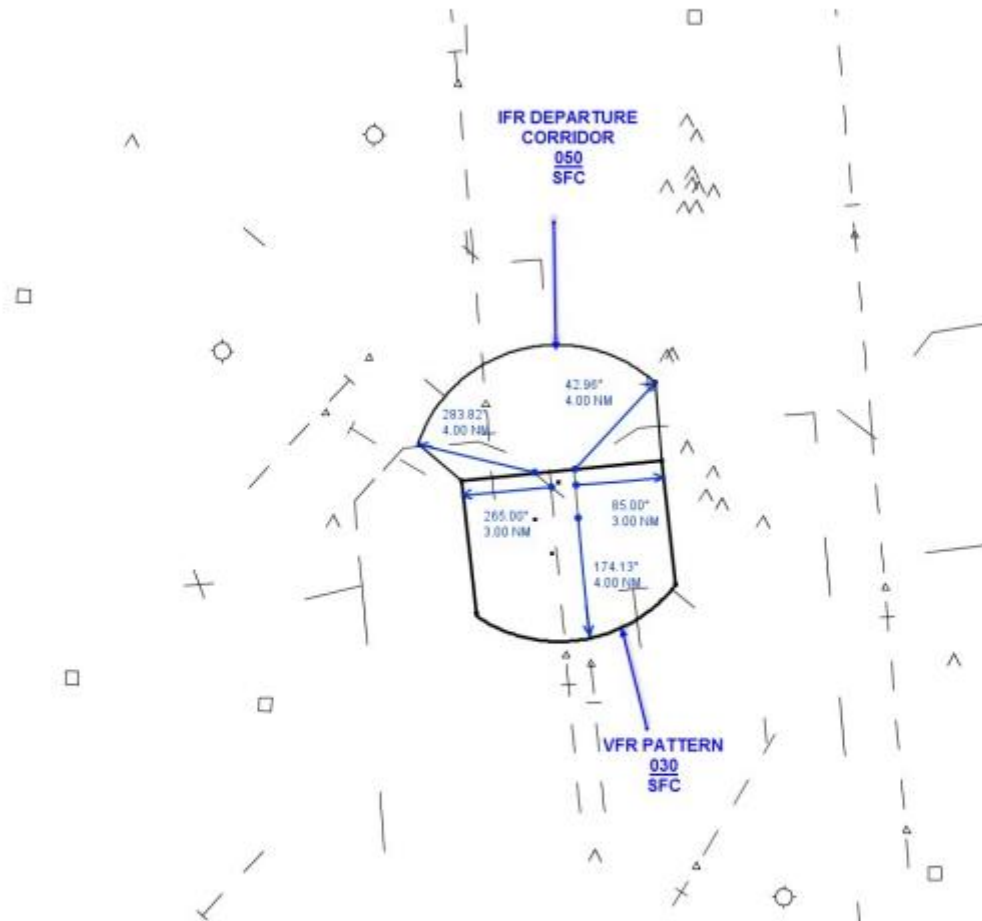


A-6

2. NORTH FLOW

a. LOCAL CONTROL AIRSPACE:

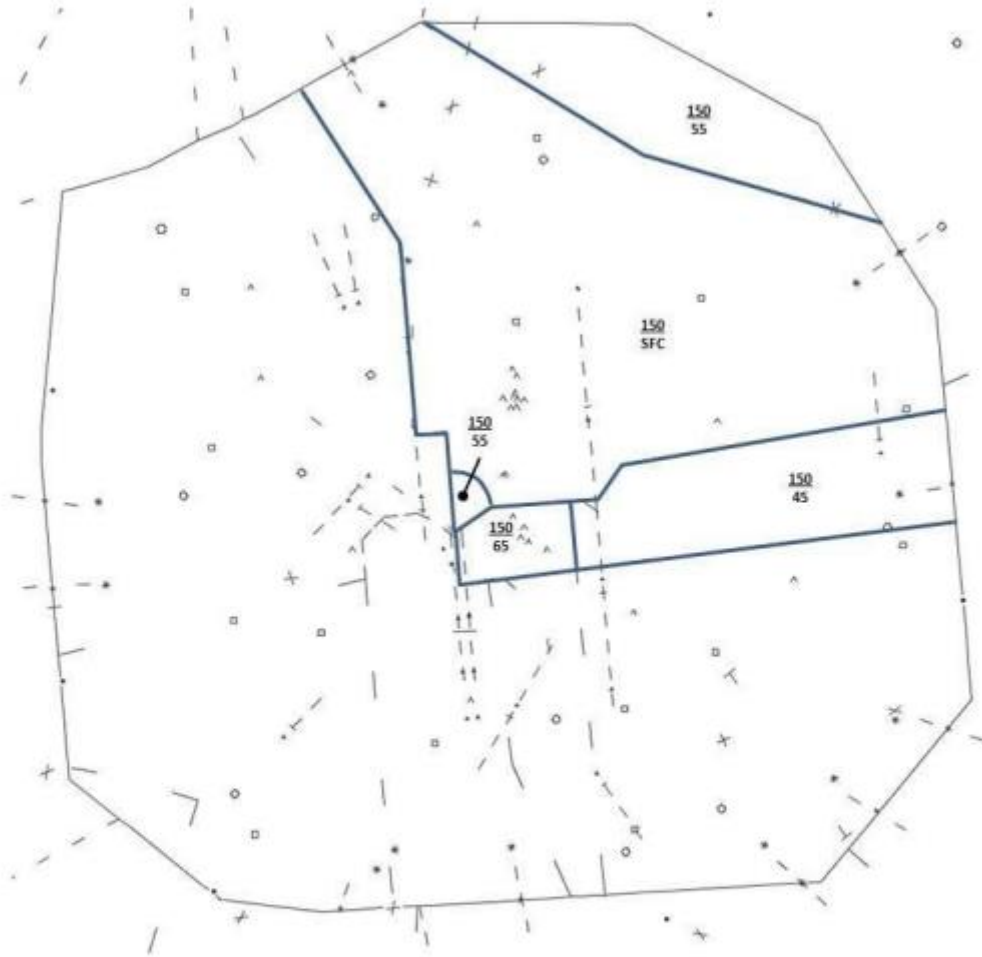
FIGURE A-7 LOCAL CONTROL - NORTH FLOW



A-7

b. **NORTHEAST**

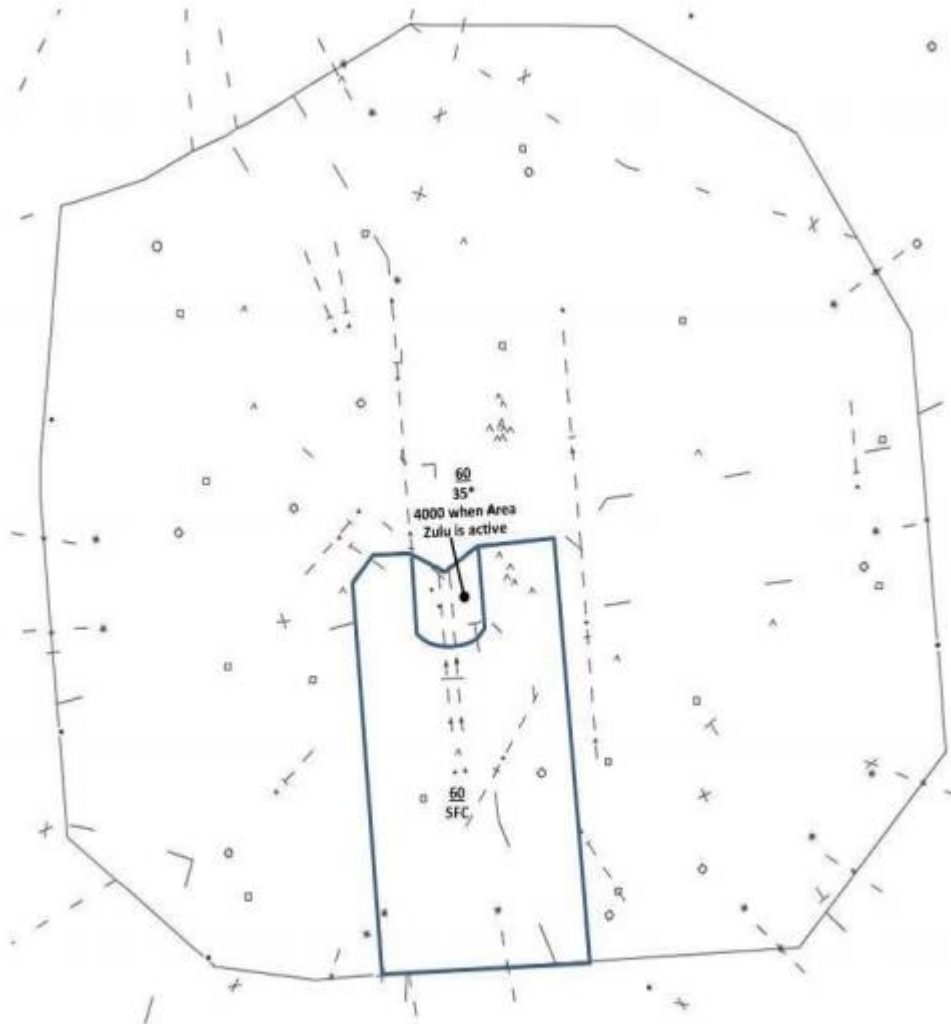
FIGURE A-8 NORTHEAST - NORTH FLOW



A-8

c. FINAL

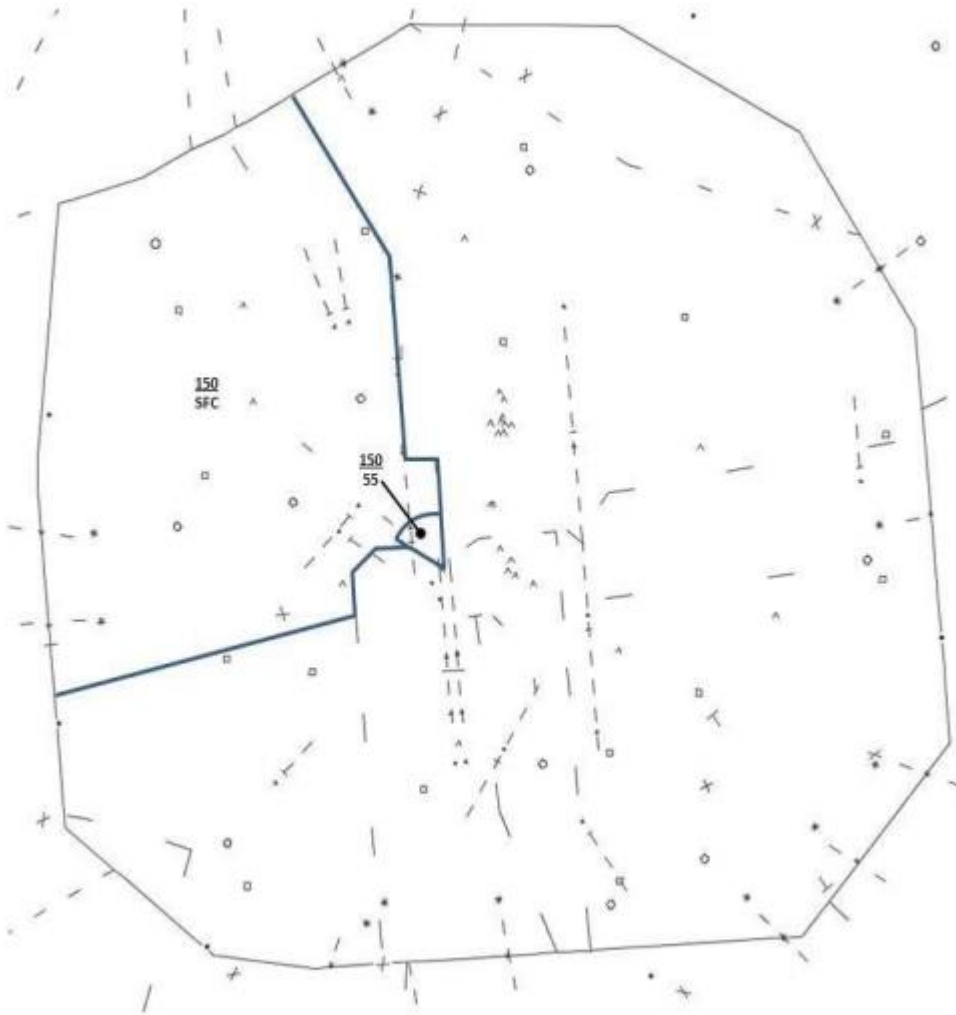
FIGURE A-9 FINAL - NORTH FLOW



A-9

d. NORTHWEST

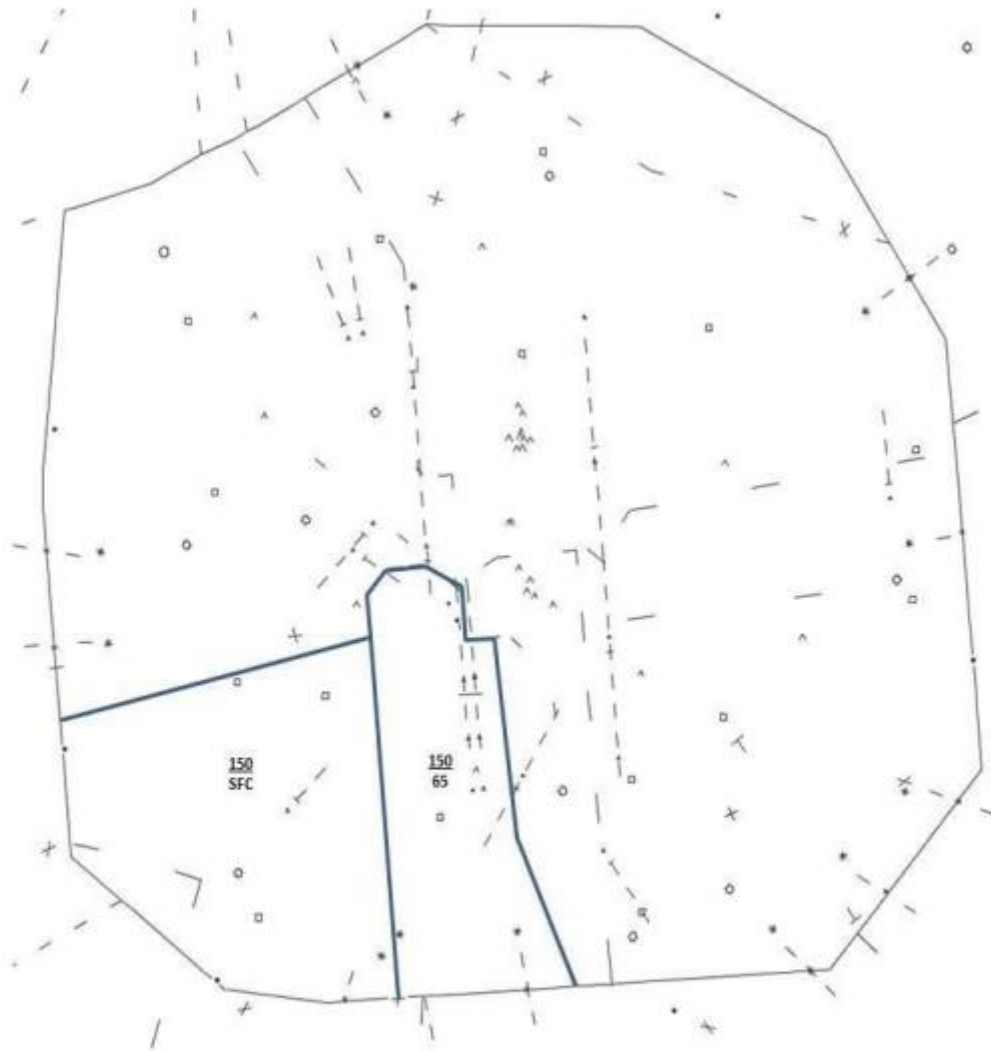
FIGURE A-10 NORTHWEST - NORTH FLOW



A-10

e. SOUTHWEST

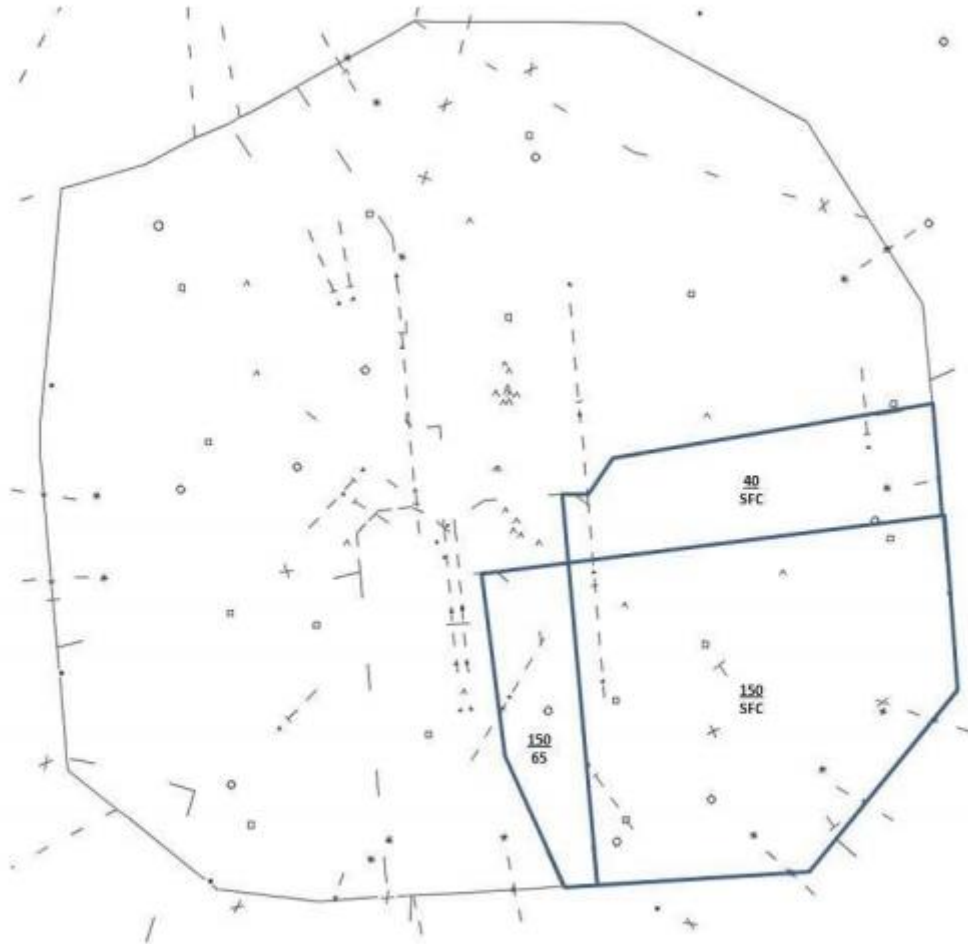
FIGURE A-11 SOUTHWEST - NORTH FLOW



A-11

f. SOUTHEAST

FIGURE A-12 SOUTHEAST - NORTH FLOW

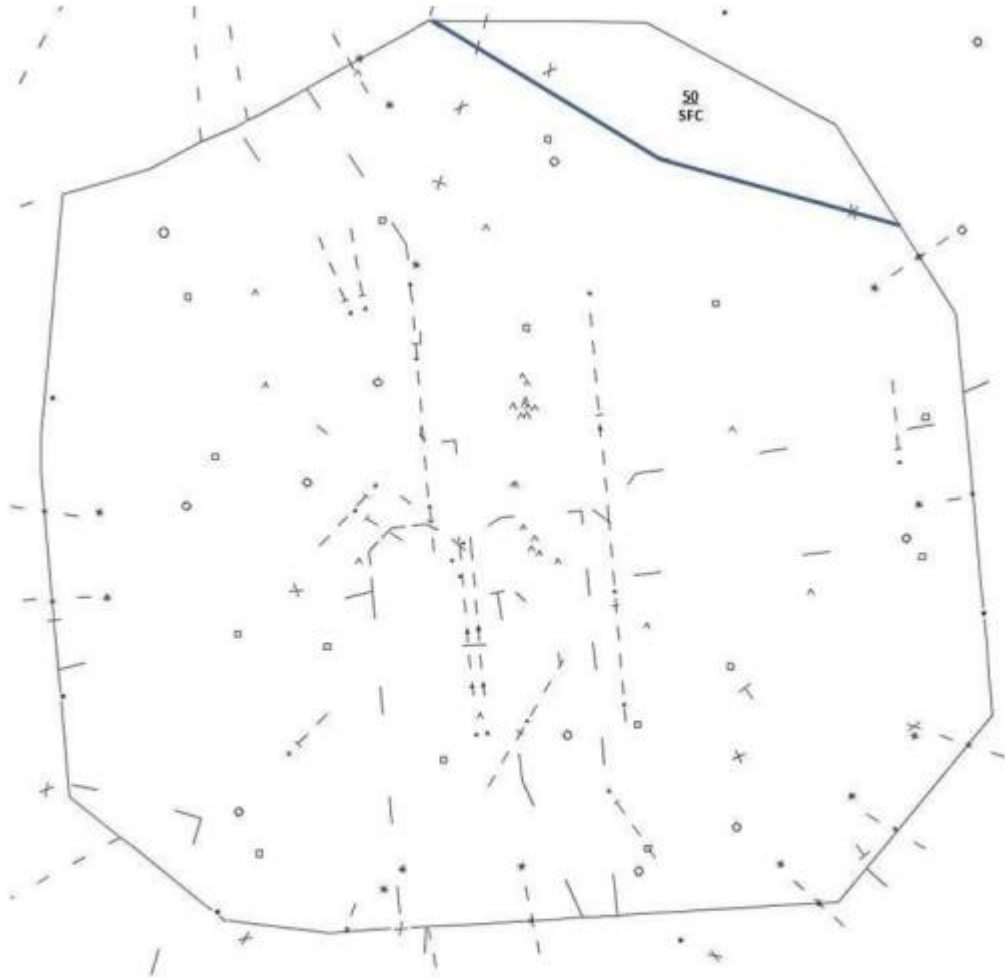


A-12

g. STILLWATER SHELF

Note: The airspace depicted surface to 5000 MSL belongs to Kansas City Center

FIGURE A-13 STILLWATER SHELF



A-13

Appendix B: Non-RNAV Departure Gates

Direction of Flight	Mandatory Route String
Northbound	> V77.WENDY <
Eastbound	> V14.TOTES < > V436.JABDO < > V210.MINGG <
Southbound	> IRW166R.MUDDE < > V77.SPS.KSPS <
Westbound	> V507.HISLA <

Appendix C: Missed Approaches

Name of Missed Approach	Heading	Altitude MSL	Authorized Airports
EAST MISS	080	3000*	All (*OKC 4000)
WEST MISS	260	3000	All except TIK