ASHEVILLE TOWER
STANDARD OPERATING PROCEDURES

AUGUST 19, 2022

CHAPTER 1. GENERAL

1-1. PURPOSE

This Order provides procedures for maintaining a safe and efficient operation at the Asheville ATCT.

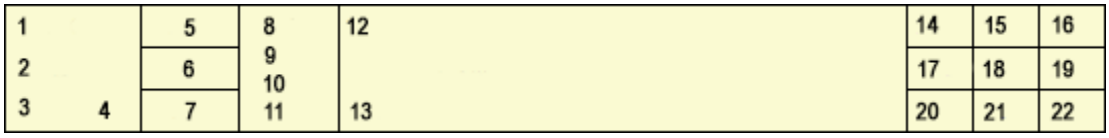
1-2. CANCELLATION

This Order cancels AVL 7110.65B dated prior to the effective date of this order.

1-3. EFFECTIVE DATE

This order is effective August 19, 2022.

CHAPTER 2. FLIGHT PROGRESS STRIPS



1-3-2. CLEARANCE DELIVERY/GROUND CONTROL STRIP MARKING

Block	Information Recorded
11	"FF" if a VFR departure is requesting Flight Following
12	Filed or amended route in accordance with preferred routings, LOAs, or coordinated TMU or SWAP routings. For VFR departures, may use abbreviations for maneuvering areas: City of Asheville (A), City of Hendersonville (H), Biltmore House (B), North Practice Area (NPA), Southeast (SEPA), Southwest (SWPA).
13	Clearance routing type when routing has been amended. ++FRC++ - Full Route Clearance ++FRC/XXXXX++ - Full Route Clearance up to particular waypoint ++EDCT YYYYz++ - EDCT Time when issued by ZTL
14	Letter of reported ATIS
17	"X" to indicate a correct clearance read back
18	The Taxiway designator for intersection departures
20	Departure control position ID (W or E)
21	"HOLD" when a departure release is required

1-3-3. LOCAL CONTROL STRIP MARKING

Block	Information Recorded
22	Departure time. Minutes only
16	"*" When a departure release has been obtained for aircraft with a EDCT time in box 13

CHAPTER 3. GROUND CONTROL (GC)

3-1. GENERAL

A. The GC position is responsible for coordinating and approving all aircraft operations on all movement areas except the runway, validating IFR flight plan information, and issuing IFR clearances/VFR departure instructions.

3-2. RESPONSIBILITIES

A. Ensure Separation. Issue restricted ground movement instructions when it is necessary to hold or restrict an aircraft/gvehicle at any point due to traffic or other operational considerations.

B. Initiate Control Instructions. Issue unrestricted taxi/ground movement instructions to the runway/destination point whenever possible.

C. Scan Tower Cab Environment. Maintain an awareness of the activities in the cab that will affect the GC position of operation by observing, listening, and adjusting to the activity.

D. Issue Clearances and Ensure the Accuracy of Pilot Readbacks. Mark strips in accordance with Chapter 2.

3-3. FREQUENCIES

The Ground Control frequency is 121.9.

3-4. AREA OF JURISDICTION

The Airport Movement Area consists of the Runway, Taxiway A (parallel), Taxiway B (parallel), Taxiways A1, A2, A3, A4, A5, A6, A7, A8, B1, B3, and B5. The taxiways connecting the ramps to Taxiway A and the ramps themselves are considered non-movement areas (see Appendix ?). GC utilization of the runway is limited to aircraft crossing after coordination with Local Control (LC).

3-5. POSITION PROCEDURES

A. Arrival Procedures. Issue taxi instructions to allow an arrival aircraft to proceed to the requested parking area.

B. Departure Procedures.

1. Issue taxi instructions to allow a departure aircraft to proceed to the runway in use.

2. When the radar positions are combined, issue the West Radar frequency (124.65) to all departures.

3. All IFR departures must:

   i. Be instructed to fly the AVL7 Departure, climb via the SID.

   ii. If unable to fly the AVL7 Departure, coordinate with Local and write NO SID and an altitude on the strip.

   iii. Be issued appropriate departure frequency (RE or RW). Departure frequency shall be determined by the aircraft's on-course heading.

4. VFR helicopters - make a STARS entry with scratchpad information indicating the direction of flight rounded to the nearest ten and the first 2 digits to the heading. *Example: 180 = H18, 100 = H10, 010 = H01.*

C. Coordination Procedures. All coordination must be in accordance with FAAO 7110.65.

1. GC must have completed coordination with LC prior to issuing runway crossing instructions.

2. When LC approves the crossing, GC will issue crossing instructions.

3. When the aircraft is clear of the runway, GC must advise LC the runway is clear.

D. ATIS. Prepare, record, and monitor the ATIS broadcast for accuracy at any time there is a change in pertinent information. GC shall advise all pertinent operating positions of ATIS letter changes.

E. Potential Problem Areas.

1. Areas of the northern ramps are non-movement areas. GC needs to be alert to aircraft and vehicles proceeding to the taxiways from these areas.

2. Pilots who are unfamiliar with the airport may attempt to park on the terminal ramp.

CHAPTER 4. LOCAL CONTROL (LC)

4-1. GENERAL

A. The LC position is responsible for arrival and departure clearances for all aircraft operating at the Asheville Airport.

4-2. RESPONSIBILITIES

A. Maintain separation standards in accordance with FAAO 7110.65.

B. Scan Tower Cab Environment. Maintain an awareness of the activities in the cab that will affect the LC position of operation by observing, listening, and adjusting to the activity.

C. ATIS. Broadcast the new ATIS code (per FAAO 7110.65) on all frequencies when you have been informed that a new ATIS broadcast has been made.

D. When combining positions of operation to the Tower Cab, the GC position must be combined with LC. LC will assume all of the functions and responsibilities of GC.

4-3. FREQUENCIES

The LC frequency is 121.1.

4-4. AREA OF JURISDICTION

A. Runways 35 and 17.

B. Tower Airspace.

1. The tower airspace is defined as that airspace within eight miles of the departure end of the active runway, and including 1.5NM either side of the extended centerline, up to and including 8,000 feet MSL. It also includes the surface area of the Class C, SFC-4100 (the VFR Tower Traffic Pattern Airspace, see Appendix 4).

   NOTE.–LC may request a "pattern extension" from East/West Radar. This operation is authorization to leave the VFR Tower Traffic Pattern Airspace (enter the Approach Control's Airspace) for the purpose of extending or widening a downwind leg. The requirement for LC to sequence pattern traffic without interfering with Approach Control's sequence remains in effect. Additional coordination may be required to clarify the sequence.

2. LC may provide visual separation between successive arrivals within the arrival side of tower airspace, without verbal coordination. If separation decreases to a point where the LC cannot provide runway separation, the LC must issue a go around and climb out instructions consisting of "Fly runway heading, climb and maintain 6,000."

   NOTE.–When conditions preclude LC from providing visual separation, LC must ensure appropriate radar separation (3NM) between arrivals.

3. Transfer of communications releases control of departures (IFR & VFR) for turns inside of Tower airspace as specified in Figure 4-4-1. LC must take into consideration a previous departure that has been switched when issuing and requesting turns for the AVL7 Departure.

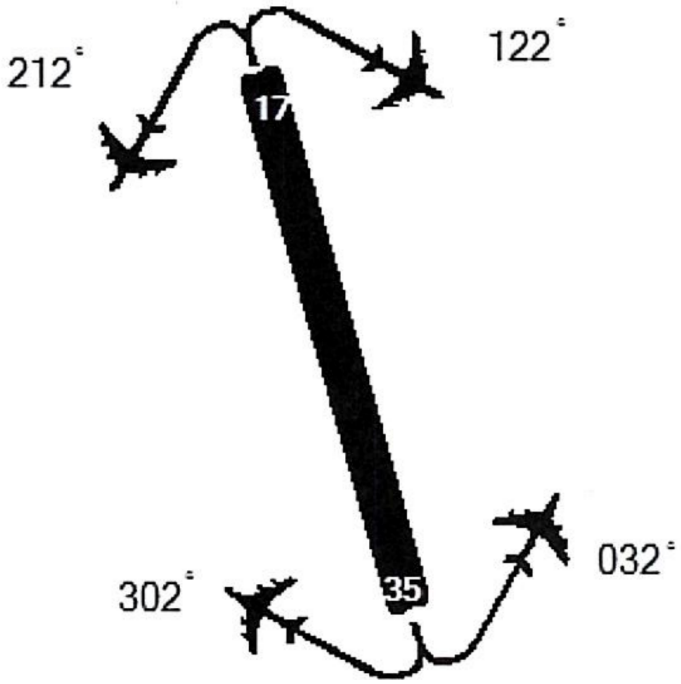


Figure 4-4-1. Maximum Allowable IFR Turns (Local to Radar)

To maintain separation when using divergence the following figure shows the maximum allowable turns off of runway heading for IFR departures. Transfer of communications control of IFR departures for turns while inside of Tower airspace up to and including the heading depicted. This provides the controller with 45 degrees of separation from arrivals IAW Passing or Diverging rules.

4-5. POSITION PROCEDURES

A. Arrival Procedures. Provide landing aircraft with specific traffic pattern instructions to establish aircraft spacing, sequencing, and traffic flow, except when Approach Control provides this service. In addition:

1. Issue landing clearance.
2. Monitor the separation by Approach Control along the final approach course.
3. Issue runway-exiting instructions.
4. Special VFR arrivals - instruct pilot to contact Approach Control on the appropriate frequency.
5. RE/RW may handoff to LC, via STARS, VFR aircraft for sequence and separation to the airport.
    i. Aircraft shall have the airport in sight and be instructed to enter the appropriate downwind.
    ii. Transfer of control shall take place simultaneously with transfer of communication.

B. Departure Procedures. All IFR aircraft will be assigned the AVL7 departure and runway heading, or a coordinated heading. If the aircraft is unable to fly the AVL7, NO SID must be written on strip to coordinate with the TRACON.

1. Issue takeoff clearance.
2. Establish separation between successive departures.
3. Separate departures and arrivals that have been released to LC, including possible missed approaches.
4. Separate departures, pattern traffic, and VFR helicopter arrivals that are handed off to LC.
5. Transfer communications when the aircraft is approximately ½ mile from departure end of RWY.
6. Determine if automatic acquisition has occurred. If this has not occurred within three miles of the departure end of the runway, inform the departure controller.
7. When utilizing the AVL7 departure on Runway 35, the LC may assign a heading between 332 degrees and 002 degrees. For AVL7 departures on Runway 17, LC may assign a heading between 147 and 187 degrees only after coordination with the departure controller via verbal coordination or writing the heading on the strip. "Fly Runway Heading" does not need coordination.
8. Special VFR departures. Obtain a release from the appropriate radar position.
9. Assign all VFR fixed wing departures from Runway 17, headings between and including 080 and 260 degrees, and from Runway 35 between and including 260 and 080 degrees. Coordination is accomplished by writing the heading on the strip.

10. Assign VFR helicopters a heading on course. Coordination is accomplished by writing the heading on the strip.

11. Tower will retain control of all helicopters specifically requesting termination of Class C service or until radar contact is lost. Otherwise LC will handoff the departing helicopter to the appropriate departure controller.

12. Once the aircraft is in tower airspace, retain it in your airspace unless coordinated.

13. VFR departures may be assigned their requested altitude. Coordination is accomplished by writing the altitude on the strip.

14. VFR practice approaches executing a missed approach may be turned by LC. From Runway 17, headings between and including 080 and 260 degrees, and from Runway 35, between and including 260 and 080 degrees. LC must either enter the heading in the STARS scratchpad or the flight strip, or verbally coordinate.

C. Traffic Pattern Procedures.

1. Pattern altitude is at or below 3,600 MSL. If pilot requests the pattern altitude:

   PHRASEOLOGY: "Pattern altitude at or below 3,600 MSL".

2. Separate pattern traffic from arrivals and sequence into the arrival flow without altering the approach sequence established by approach control.

3. Retain pattern traffic in the tower airspace (unless otherwise coordinated).

4. If necessary LC may transfer control of the pattern traffic to approach control for sequence and separation.

D. Radar Procedures.

1. STARS may be used by LC for the full range of terminal radar functions.

2. Issue safety alerts and traffic advisories as necessary.

E. Missed Approach. In the event an aircraft executes a missed approach:

1. Notify East/West Radar immediately. Include aircraft type and call sign.

2. Issue "Fly runway heading, climb and maintain 6,000".

3. Instruct the pilot to contact departure control as soon as practical.

F. Line Up and Wait (LUAW).

1. May be conducted only between sunrise and sunset.

2. All LUAW procedures shall be in accordance with JO 7110.65 3-9-4.

G. Runway Crossing Coordination and Hold Short Instructions.

1. When traffic permits, LC shall approve a request from GC to cross the runway.

   PHRASEOLOGY (LC TO GC): "CROSS RUNWAY (35) (17)."

2. When issuing Hold Short Instruction, LC must obtain a COMPLETE read back.

CHAPTER 5. EAST/WEST RADAR (RE/RW)

9-1. GENERAL

The primary duty of the RE/RW positions is to sequence and separate both IFR and VFR traffic within the confines of the Asheville Approach Control airspace boundaries. This is accomplished by using altitude separation, speed control, and vectoring techniques.

9-2 RESPONSIBILITIES

A. Process and Forward Flight Plan Information.

   a. Enter a flight plan into STARS for all Class C arrivals/overflights.

   b. Ensure that pertinent amendments to flight plan information are entered.

B. Process Weather Information.

   a. Obtain PIREPs in accordance with procedures outlined in FAAO 7110.65 (worse than 5,000 or 5).

   b. Broadcast at least once all SIGMETs affecting the area within 50NM of AVL airspace.

C. ATIS. Broadcast the new ATIS code when you have been informed that a new ATIS broadcast has been made.

D. Ensure Separation. Initiate control instructions as necessary in order to ensure separation in accordance with FAAO 7110.65.

E. Accept and Initiate Automated Hand-offs.

   a. Make hand-offs in enough time to allow the receiving controller adequate prior notice of the aircraft's position.

   b. Hand-offs should not be made before communications transfer can occur.

   c. Transfer communications before the aircraft reaches the boundaries of your airspace.

F. Transfer communications on arriving aircraft to the Tower, no more than 15 fly miles and no less than 5 flying miles from landing threshold.

9-3. FREQUENCIES

The RE frequency is 125.8. The RW frequency is 124.65. RW shall combine to RE.

9-4. AREA OF JURISDICTION

Approach Control servifces will be provided within the confines of the airspace as depicted on the radar video map up to and including 10,000 feet MSL. Refer to Appendix 6.

When East/West Radar are split, the RW/RE sectors will be split west/east of the line beginning at the northeast corner of the airspace, west to WEAKS intersection, then on a 250 bearing to intersect with the extended runway centerline just north of JUNOE, then following the extended centerline to the point where it intersects with the southern boundary of the airspace, south of TUXDO intersection. East Radar airspace does not include the Greer shelf AOB 5,000 nor the Tower airspace (see Appendix 4). Frequency assignment shall be determined by the aircraft's

on-course heading, east or west of the boundary. Transfer of control point is the runway threshold.

9-5. POSITION PROCEDURES

A. IFR Departures.

   a. All Asheville IFR departures will be assigned the AVL7 departure by GC when they receive their clearance/taxi instructions. Aircraft assigned the AVL7 departure departing runway 35 may be assigned a heading 332 and 002. Aircraft assigned the AVL7 departure departing runway 17 may be assigned a heading between 147 and 187.

   b. IFR departures unable to fly the AVL7 departure are required to fly runway heading until leaving 4,100ft. Runway 17 departures may be turned to headings between 145 and 250 leaving 3,800ft.

      i. IFR requests to turn on course may be approved on a traffic permitting basis if the pilot requests a VFR turn on course:

         1. RE/RW may use "VFR climb on course approved."

         2. Automated point-out may be utilized by RADAR to request a turn back into the departure corridor which will be less than the applicable divergence separation.

B. <u>VFR Fixed Wing Departures.</u>

   a. All VFR fixed wing departures will be assigned a heading off runway 17 headings between and including 080 and 260 degrees, and from runway 35 between and including 260 and 080 degrees. Coordination is accomplished by writing the heading on the strip.

   b. May proceed on course upon transfer of communications.

   c. May not be turned back into the departure corridor without coordination.

C. <u>VFR Helicopters.</u>

   a. Tower will retain control of and provide visual separation of all helicopters not requesting flight following outside of the Class C airspace or until radar contact is lost.

   b. Tower will make a STARS entry with scratchpad information indicating the direction of flight rounded to the nearest ten and first 2 digits of the heading.

D. <u>Use of Quick-Look.</u> The STARS quick-look feature shall be used to point out arrivals and departures to the other radar sector. Therefore, both radar positions shall quick-look the other position.

   NOTE.–It is intended that the quick-look feature be used to alleviate the need to point out straight-out departures and arrivals on final to the other position. Aircraft that will otherwise enter into the sector's airspace shall be coordinated via direct communication.

E. Aircraft on opposite bases to the same runway must have at least the minimum required vertical separation, until another form of separation is established.

APPENDIX 1. AVL/ZTL LETTER OF AGREEMENT

Refer to Asheville (AVL) under ZTL - Minor ATCT Letter of Agreement.

APPENDIX 2. GSP/AVL LETTER OF AGREEMENT

1. **RESPONSIBILITIES.** Transfer of control between facilities will be accomplished at the Transfer Control Point (TCP) unless otherwise coordinated. The Transfer Control Point is defined as the airspace boundary of each facility. Should circumstances prevent a communications changeover prior to a flight reaching the TCP, the receiving facility must assume responsibility of the flight at the TCP with regard to other traffic under the receiving facility's jurisdiction. After accepting a hand-off/point-out the receiving controller must be responsible for all intra-facility coordination.

2. **PROCEDURES:**

    a. Asheville Approach must:

        i. Assign GSP, GMU, SPA, GYH, and LQK arrivals 7,000ft and a heading direct to the airport of intended landing.

    b. Greer Approach must:

        i. Assign AVL and 0A7 arrivals 6,000ft.

        ii. Assign AVL arrivals from the north of the 33A airport 8,000ft.

        iii. Have control for descent and turns between 110 degrees to 210 degrees, for aircraft landing GSP, GMU, SPA, and GYH, once a hand-off/communications transfer is complete.

    c. Unless otherwise coordinated, all aircraft must be the receiving facility's control for descent, heading changes up to 30 degrees, speed adjustment, and VFR beacon code changes once a hand-off/communications transfer is completed.

APPENDIX 3. POSITION RELIEF CHECKLISTS

A3-1. LOCAL CONTROL/GROUND CONTROL

1. Status Information Area / IDS
2. Airport Conditions / Runway Status
3. Weather/Altimeter trends
4. Flow control
5. Special activities
6. Special instructions/restrictions
7. Verbally state runway status (closed, occupied, available, etc)
8. Traffic

A3-2. RADAR

1. Status Information Area / IDS
2. ZTL split (who is working WILKES, COMMERCE, MOPED, SHINE, UNARM).
3. Greer, Knoxville, and Tri-Cities approach control status.
4. Airport Conditions / Runway Status
5. Weather/Altimeter trends
6. Flow control
7. Special activities
8. Special instructions/restrictions
9. Traffic

APPENDIX 4. TOWER AIRSPACE

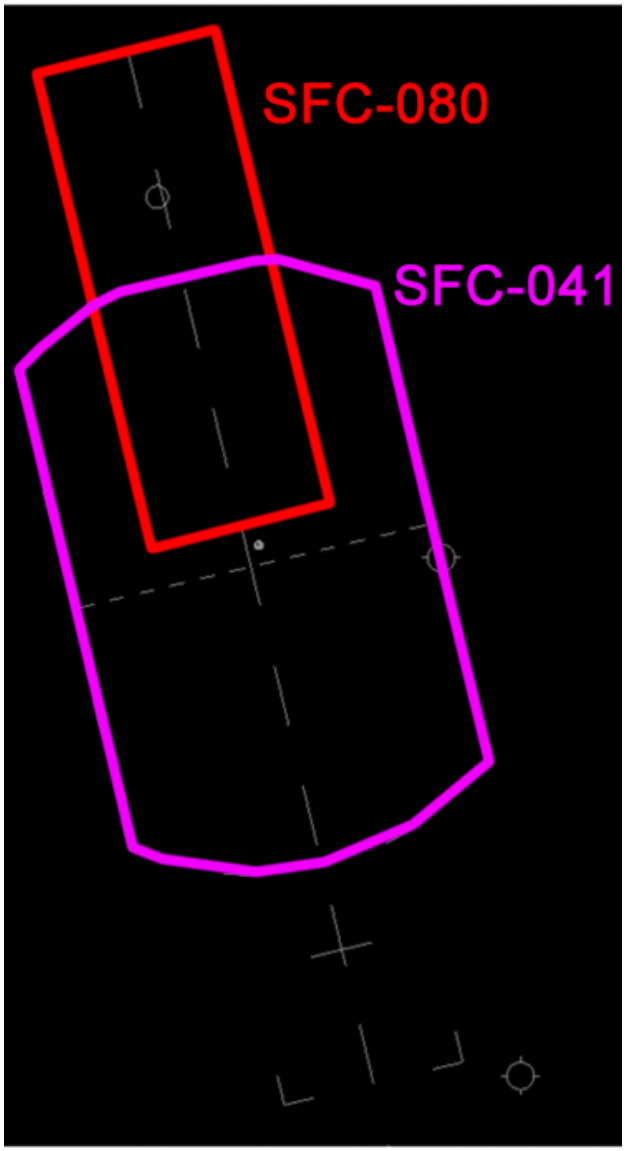


Figure A4-1. Tower Airspace (RWY 35 in use)

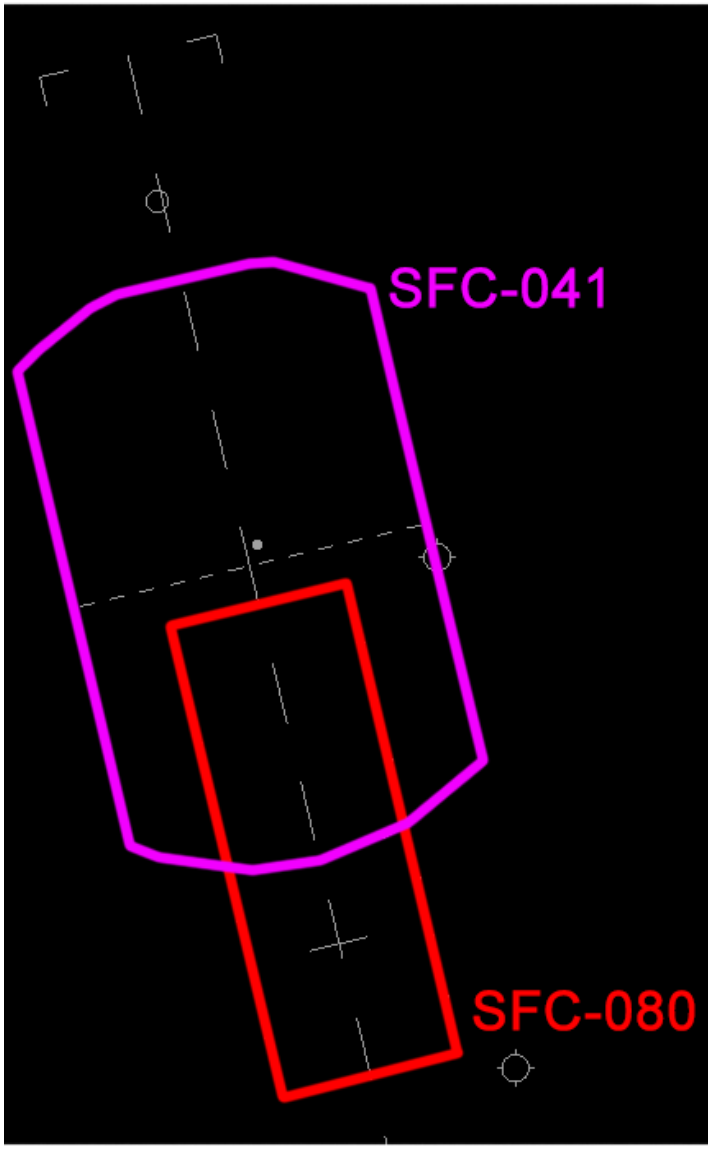
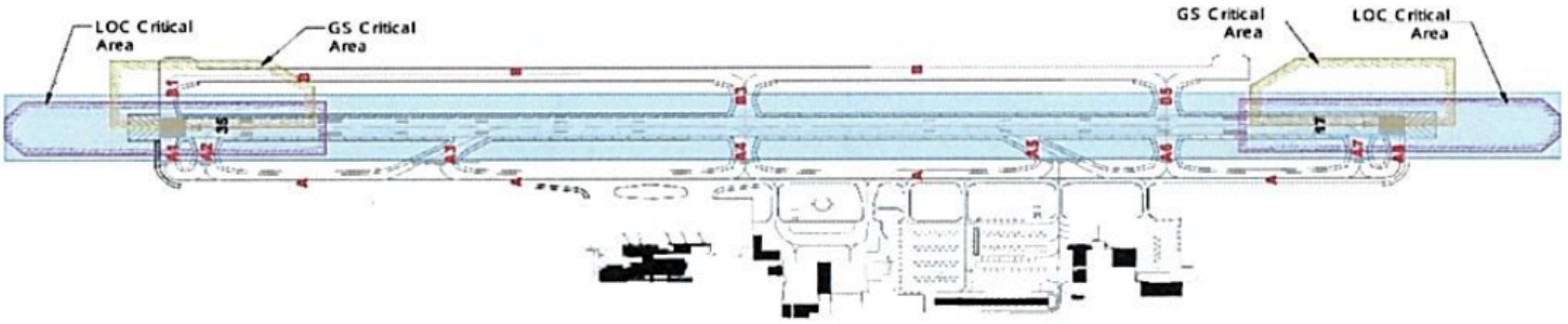


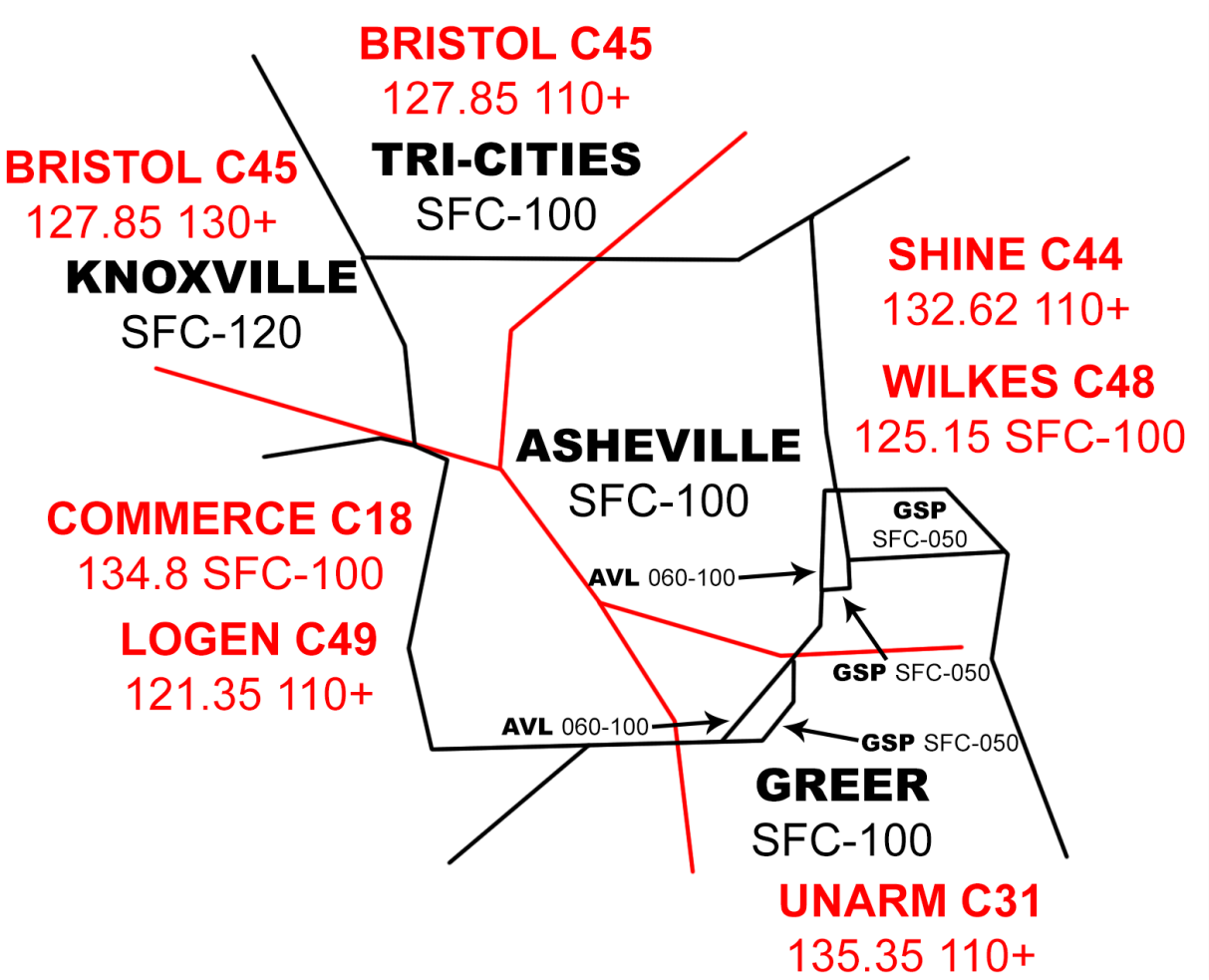
Figure A4-2. Tower Airspace (RWY 17 in use)

The tower airspace is defined as that airspace within eight miles of the departure end of the active runway, and including 1.5NM either side of the extended centerline, up to and including 8,000FT MSL. It also includes the surface area of the Class C, surface to 4,100FT MSL.

APPENDIX 5. ILS CRITICAL AREAS



APPENDIX 6. APPROACH CONTROL AIRSPACE



APPENDIX 7. OPENING/CLOSING PROCEDURES

A7-1. OPENING

A. Obtain briefing from ZTL as well as Greer Approach if required.
B. Transmit: "ASHEVILLE (TOWER) (APPROACH) OPEN, CLASS CHARLIE IN EFFECT, (ILS) (VISUAL) APPROACH RUNWAY (17) (35) IN USE. INFORMATION (LETTER) CURRENT.″

A7-2. CLOSING

A. Atlanta Center will take over Asheville Approach airspace, except Greer Approach, if open, will take that airspace of Asheville underlying ZTL UNARM sector. As such, when closing brief both Atlanta Center and, as appropriate, Greer Approach.
B. Transmit: "ASHEVILLE (TOWER) (APPROACH) CLOSED, (ILS) (VISUAL) APPROACH RUNWAY (17) (35) IN USE. CLASS CHARLIE SERVICES TERMINATED, CLASS GOLF IN EFFECT. DURING SUSPENDED OPERATIONS THE COMMON TRAFFIC ADVISORY FREQUENCY IS ON 121.1. FOR ADDITIONAL INFORMATION CONTACT ATLANTA CENTER ON (FREQUENCY). ASOS FREQUENCY 120.2."