



**Montgomery Air Traffic Control Tower  
Standard Operating Procedures  
MGM 7110.65A**

**6 March 2022**

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# Chapter 1. General

## Section 1. General Purpose

This order establishes responsibilities of positions of operation in the Montgomery ATCT.

### 1-1-1. Audience

- a. All controllers controlling the Montgomery ATCT.

### 1-1-2. Effective Date

- a. MGM 7110.65A is effective 6 March 2022.

## Section 2. Flight Progress Strip Marking

### 1-2-1. Flight Progress Strip

1		5	8	12		14	15	16
2		6	9			17	18	19
3	4	7	10	13		20	21	22
			11					

### 1-2-2. Flight Data/Clearance Delivery Strip Marking

BLOCK	INFORMATION RECORDED
12	Filed or amended route in accordance with preferred routings, letters of agreement, or coordinated TMU or SWAP routings.
13	Clearance routing type when routing has been amended. <b>++FRC++</b> - Full Route Clearance <b>++FRC/XXX++</b> - Full Route Clearance issued up to a particular fix (XXX) <b>++EDCT XXXXz++</b> - EDCT time when issued by ZTL. <b>++CDR MGMXXXYY++</b> - A coded departure route has been utilized. XXX indicated the arrival field IATA, YY indicates the departure fix.
20	STARS position ID of departure controller whose airspace the departure will enter
21	“HOLD” when a departure release is required

### 1-2-3. Ground Control Strip Marking

BLOCK	INFORMATION RECORDED
14	Letter of reported ATIS
17	Checkmark or "X" to indicate a correct clearance read back
11	"NFF" (No Flight Following) if departure is negative TRSA service

### 1-2-4. Local Control Strip Marking

BLOCK	INFORMATION RECORDED
18	"NT" if radar does not have immediate control for turn. "PA" for practice approaches. See 2-3a(iv).
21	Initial departure heading if other than runway heading.
22	Departure time. Minutes only.
16	* When departure release has been obtained for aircraft with EDCT time in box 13.

### Section 3. Operational Positions and Frequencies

Position	ID	Frequency	Combines At
Radar South (S-DR)	S	124.0	
Radar North (N-DR)	N	121.2	S
Radar Arrival (F-AR)	F	132.45	S
Local Control (LC)	Z	119.7	S
Ground Control (GC)		121.7	
Flight Data/Clearance Delivery (FD/CD)		118.3	LC
ATIS		120.675	

## **Chapter 2. Tower Team**

### **Section 1. Primary Responsibilities of Flight Data/Clearance Delivery (FD/CD)**

- a. Process and forward flight plan information.
- b. Forward the strip on departures to GC after all clearance requirements have been met.
- c. Assist tower personnel in meeting situation objectives. Maintain awareness of tower cab activities.
- d. Update ATIS broadcasts and verbally disseminate current ATIS code and weather changes IAW 7110.65.
- e. Issue clearances and ensure accuracy of pilot read backs. Issue/relay IFR/SVFR/TRSA clearances and departure instructions as follows:
  - i. Discrete beacon code.
  - ii. Frequency of the appropriate radar departure position.
  - iii. Altitude:
    1. IFR aircraft requesting 3,000 feet or below must be assigned requested altitude as long as it meets MVA criteria.
    2. IFR aircraft requesting 3,000 feet or VFR-on-top must be assigned 3,000 feet to expect the requested altitude/VFR-on-top 10 minutes after departure.
    3. TRSA/Special VFR must be assigned at or below 3,000 feet.
    4. Local IFR aircraft requesting practice radar/instrument approach at MGM must be assigned 2,000 feet.
    5. Local VFR aircraft requesting practice radar/instrument approach at MGM must be assigned at or below 2,500 feet.

### **Section 2. Primary Responsibilities of Ground Control (GC)**

- a. Ensure separation. Provide ground control separation and services to all aircraft operating on the designated airport movement areas excluding the active runways. See Chapter 2 Section 4.
- b. Initiate control instructions.
  - i. Taxi aircraft clear or to hold short of Runway 3/21 intersection when coordination is accomplished by LC that an aircraft will exit Runway 10/28 onto Runway 3/21 prior to entering Taxiway A.
  - ii. Initiate control instructions for aircraft requests to enter the active runway so that all movement is toward traffic (opposite direction).

- iii. Hot Spots (HS):
  - 1. HS-1: Taxiway A3 and the terminal ramp. If an aircraft misses the turn onto Taxiway A, encroachment onto the active Runway 10/28 is possible.
  - 2. HS-2: Taxiway A5 is near the Air National Guard (ANG). If an aircraft exiting Runway 10/28 misses the turn onto Taxiway A, they may enter the ANG ramp.

### **Section 3. Primary Responsibilities of Local Control (LC)**

- a. Ensure separation.
  - i. Provide approved separation between all aircraft within Tower delegated airspace as depicted in Appendix 3. This paragraph does not relieve the radar controller's responsibility to provide appropriate separation between successive radar arrivals.
  - ii. When the weather is at or above a ceiling of 2,500 and visibility is 5 miles or more, provide visual separation between aircraft on the following approaches and other aircraft within Tower airspace or, if unable, advise the radar controller.

***NOTE:** This does not alleviate the approach controller's responsibility to establish a sequence for successive radar arrivals.*

    - 1. VOR A.
    - 2. HI-TACAN A.
    - 3. Pattern entries on downwind.
    - 4. Successive arrivals established inside the FAF.
  - iii. Ensure the sequence between successive radar arrivals and advise the approach controller of any changes.
  - iv. Advise the appropriate radar sector via phraseology "NO TURNS" when a departing aircraft is not automatically released to the control of the radar controller. This may be accomplished by putting "NT" in block 18 of the flight strip.
  - v. **WAKE TURBULENCE:** Heavy/B757 traffic must not be worked in the VFR traffic pattern unless significantly reduced traffic situations allow. If Local Control is unable to provide the appropriate wake turbulence separation standard(s), the heavy/B757 traffic must be returned to the appropriate radar sector for sequencing and/or other IFR/VFR clearance after coordination has occurred.
- b. Initiate control instructions.
  - i. Have automatic releases for aircraft departing Runway 10 in an east operation and Runway 28/21 in a west operation and helicopters departing from any point on the

airport unless otherwise advised, with the exceptions of formation flights and SVFR departures.

- ii. Issue a heading to all departures and ensure any heading other than runway heading is entered into the flight strip before pushing it to the radar controller. Unless otherwise coordinated, use appropriate headings of either runway heading or in the direction that the aircraft will depart MGM approach control airspace. Aircraft requesting practice approaches or holding at MGM VOR prior to their flight plan route will be issued runway heading or a southbound heading. Issue headings to successive departures to ensure initial course divergence separation. In an:
  1. East operation: issue heading 080 through 150.
  2. West operation: issue heading 210 through 300.
- iii. IFR/SVFR aircraft departing eastbound must be issued a restriction of leaving 1000 ft or observed leaving 1000 ft prior to assigning a heading of less than 090.
- iv. Call the appropriate sector for release of all departures not automatically released under the procedure above.
- v. Control operations so as not to interfere with the approach sequence established by the arrival controller.
- vi. **GO AROUND/UNPLANNED MISSED APPROACHES:** The controller must issue control instructions to establish initial separation for any IFR go-around and/or unplanned missed approaches. Planned missed approaches will be coordinated.
  1. Air carrier/commercial airline flights will be issued a clearance to "FLY RUNWAY HEADING, MAINTAIN 2,000" and return to departure, unless otherwise coordinated.
  2. All other aircraft will be given the option to remain in the local tower pattern if the weather permits. During IFR conditions the local controller will issue an IFR clearance to "FLY RUNWAY HEADING, MAINTAIN 2,000" and return to departure, unless otherwise coordinated.
  3. In the event an aircraft executing a VOR A approach was planned to circle to the active runway and cannot complete the circling maneuver, the Local Controller will issue "FLY HEADING 210, MAINTAIN 2,000" unless otherwise coordinated.
- vii. Comply with the following airport restrictions:
  1. Do not authorize 180° turns on the runway by aircraft DC-9 or larger.



2. Conduct engine run-ups for civil aircraft in the arm/de-arm areas, if possible.
  3. Line up and wait (LUAW) procedures are not authorized.
- viii. Perform inter/intra-facility coordination for traffic actions.
1. Assist GC by accepting/initiating coordination for the continued smooth operation of the tower cab and ensure that GC is made immediately aware of any actions taken:
    - a. Control of movement areas IAW Chapter 2, Section 4.
    - b. Helicopter operations any place on the airport other than the active runway. Examples:
      - i. Request use of the west end of Taxiway A:  
*"REQUEST WEST END OF TAXIWAY ALPHA FOR (PURPOSE)"*
      - ii. Return control of the west end of Taxiway A:  
*"WEST END OF TAXIWAY ALPHA YOUR CONTROL"*
  2. Coordinate with the appropriate radar position:
    - a. All VFR negative TRSA aircraft arrivals for radar sequencing.
    - b. SVFR requests. A release must be obtained from the appropriate radar position for all SVFR aircraft remaining in the local traffic pattern.
  3. Coordinate all aircraft in the MGM surface area operating north of Montgomery Regional (MGM) with Maxwell Tower (MXF).

#### **Section 4. Coordination Procedures for Control of Movement Areas**

##### **a. Local Control:**

- i. Has primary responsibility for and must control the active runway(s).
- ii. Must coordinate with GC for control of runway 3/21 prior to issuing landing or takeoff clearances, if runway 3/21 was previously inactive.
- iii. Must advise GC when runway 3/21 is no longer ACTIVE.

##### **b. Ground Control:**

- i. Has primary responsibility for controlling the taxiways.
- ii. Is authorized to cross and use INACTIVE runways (FAAO 7110.65 CH. 3). The intent is to use the inactive runways only to transit aircraft.

- iii. Will ensure that all issued instructions are read back correctly.
- iv. When GC taxis an aircraft to runway 3/21, this automatically causes runway 3/21 to become active.
- v. When GC taxis a helicopter to a taxiway, that portion of the taxiway is automatically released to local control. Local control will then return that portion of the taxiway after the helicopter departed.

**c. General:**

- i. It is imperative that GC is very clear about which runway(s) is/are designated as the active runway(s) and that it is included on the ATIS.
- ii. All traffic movement on the active runway(s), other than crossings, must be conducted on the LC frequency.

## Chapter 3. Radar Team

### Section 1. Responsibilities of All Radar Positions

The following responsibilities are applicable to all radar positions:

a. Initiate control instructions:

**i. Departures:**

1. Assume control of aircraft departing the MGM airport unless specific restrictions are received from LC.
2. "No Turns" is indicated by "NT" in block 18 of the departure strip and means the departure cannot be turned prior to 3,000 feet or prior to the lateral boundaries of MGM Class D airspace.
3. Practice approaches are indicated by "PA" in block 18 of the departure strip.
4. Ensure all departing aircraft enter the sector of jurisdiction as soon as practicable after departure.
5. The altitude of IFR/SVFR aircraft departing eastbound must be verified leaving 1,000 feet prior to assigning a heading less than 090.
6. Departure instructions must allow compliance with published departure procedures for satellite airport departures.
7. Automatic releases must be discontinued whenever positive control of a departed aircraft has been lost, or as necessary, to ensure separation with other traffic.
8. Coordinate with MGM Local Control prior to departing any aircraft off Maxwell AFB Runway 15 that may impact the MGM Class D airspace.
9. Assign alternate departure instructions to aircraft making multiple approaches at MGM or Maxwell AFB.

**ii. Arrivals:**

1. Arriving aircraft may be vectored to Runway 3 when Runway 10 is active and to Runway 21 when Runway 28 is active. Coordination with LC should be accomplished prior to 10 flight path miles from the runway.
2. The approach sequence will be determined by the following:
  - a. S-DR/F-AR determines the sequence to MGM.
  - b. N-DR determines the sequence to MXF.

***NOTE:** Tower-applied visual separation, approval of a downwind, VOR, or HI-TACAN does not alleviate the approach controller's responsibility to establish a sequence for successive radar arrivals.*

3. Transfer communications to the Tower as follows:
  - a. Aircraft on instrument approach: Prior to reaching the FAF.
  - b. Visual approaches and TRSA arrivals: Prior to entering Local airspace.

### **Section 2. Primary Responsibilities of Radar North (N-DR)**

- a. Issue departure releases for all north MGM and all MXF departures. Issue departure releases for all north airspace satellite airport IFR departures.
- b. Restate the departure runway/departure point (if in pattern) with the departure releases for MXF IFR departures.
- c. Restrict or stop releases for MXF and/or MGM traffic as necessary to ensure separation with other traffic. Use point-outs with MGM Tower when advantageous.
- d. Assign the arrival sequence for all MXF IFR arrivals.
- e. Protect the extended departure corridor for all runways in use when automatic releases are in effect.
- f. Coordinate with S-DR any departures off runway 10/28 at MGM that are assigned runway heading and cannot be turned prior to leaving the departure corridor.
- g. Coordinate MXF RWY 15 departures with F-AR/S-DR before release is issued.

### **Section 3. Primary Responsibilities of Radar South (S-DR)**

- a. Issue departure releases for all MGM south departures and south airspace satellite airport departures.
- b. Restrict or stop automated releases as necessary to ensure separation with other traffic, i.e. "call for release" or "restrict departures to 2,000". Use point-outs with LC and N-DR when advantageous.
- c. Assume the MGM arrival airspace and associated duties when F-AR is not operational (Area D1 and D2 in Appendix 3).
- d. Protect the extended departure corridor for all runways in use at MGM when automatic releases are in effect.
- e. Coordinate with N-DR any departures off runway 10/28 at MGM that are assigned runway heading and cannot be turned prior to leaving the departure corridor.

### **Section 4. Primary Responsibilities of Radar Arrival (F-AR)**

- a. Coordinate departures from other than runway(s) in use and multiple approaches at MGM with the appropriate radar sector. Restate the departure runway/departure point for clarification.

- b. Have control of MGM inbound aircraft within the intra-facility (MGM) transferring controller's airspace for descent and turns for sequencing upon communications transfer unless otherwise advised.

## Appendix 1. ATIS and Opening/Closing Broadcasts

### A1-1 ATIS Broadcast

- a. *"MONTGOMERY TOWER INFORMATION (letter). (METAR/SPECIAL weather sequence). RUNWAY \_\_\_\_ APPROACH IN USE."*
- b. *"NOTICE TO AIR MISSIONS: (appropriate NOTAMs)."*
- c. *"HAZARDOUS WEATHER INFORMATION: (Include pertinent SIGMETs/etc.)"*
- d. *"IFR AND TRSA DEPARTURES CONTACT (clearance delivery position) ON (frequency)."*
- e. *"ADVISE ON INITIAL CONTACT THAT YOU HAVE INFORMATION."*

### A1-2 Closing Broadcast

- a. Tower: *"MONTGOMERY CLASS D AND TRSA SERVICES TERMINATED AT (time). CLASS E AIRSPACE NOW IN EFFECT. THE COMMON TRAFFIC ADVISORY FREQUENCY IS (FREQUENCY)."*
- b. TRACON: *"MONTGOMERY CLASS D AND TRSA SERVICES TERMINATED AT (time). CLASS E AIRSPACE NOW IN EFFECT."*

### A1-3 Opening Broadcast

- a. *"MONTGOMERY CLASS D AND TRSA SERVICES RESUMED AT (time)."*

## Appendix 2. Position Relief Checklists

### A2-1 TRACON

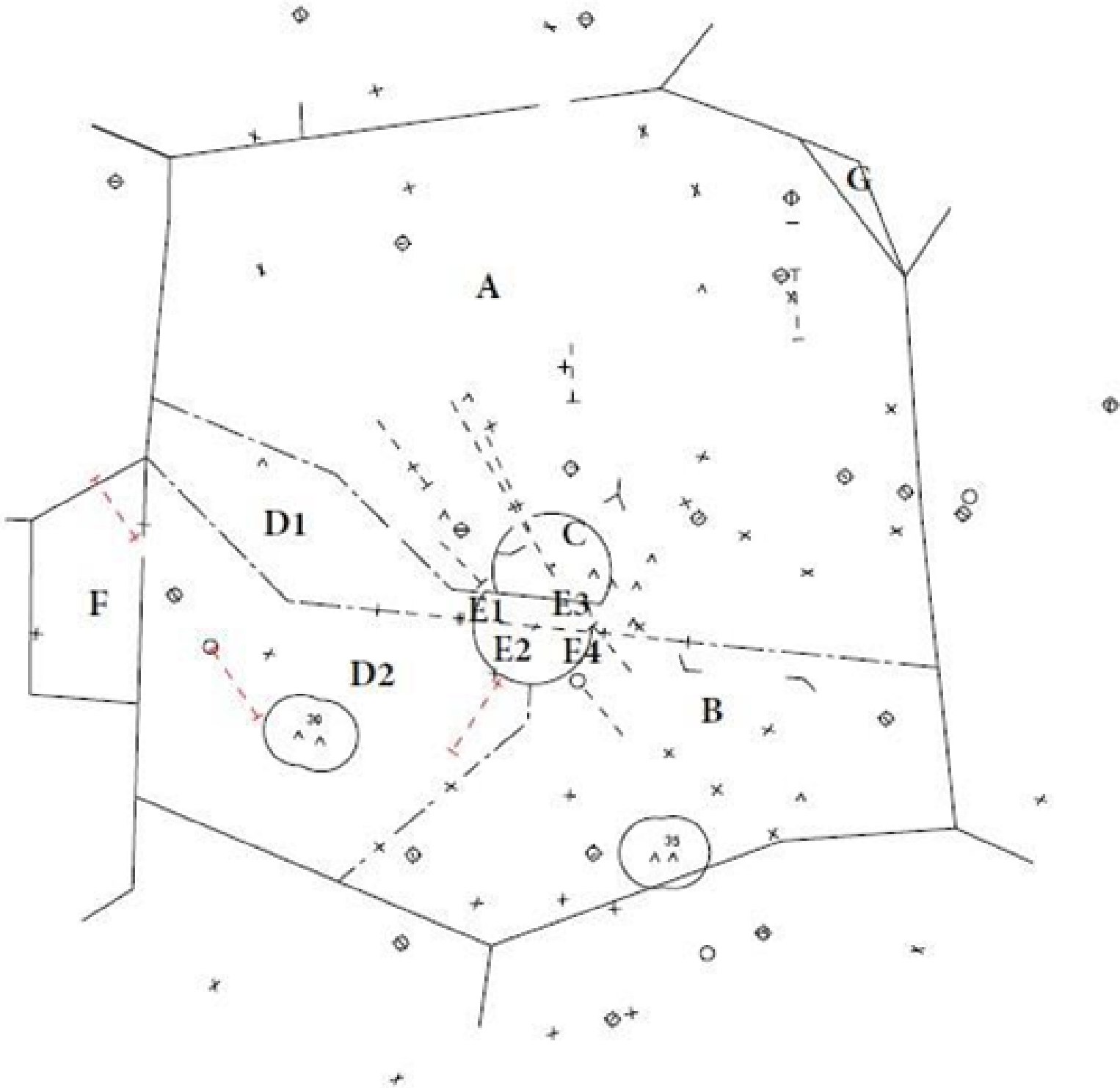
- a. Altimeter/WX trends/ATIS
- b. Special activity/airport conditions/status
- c. State "STATUS OF RUNWAYS" - "IN USE, Open/Available, Closed/Unavailable"
- d. Pertinent NOTAMs and flow control
- e. Training in progress
- f. Current traffic information

### A2-2 TOWER

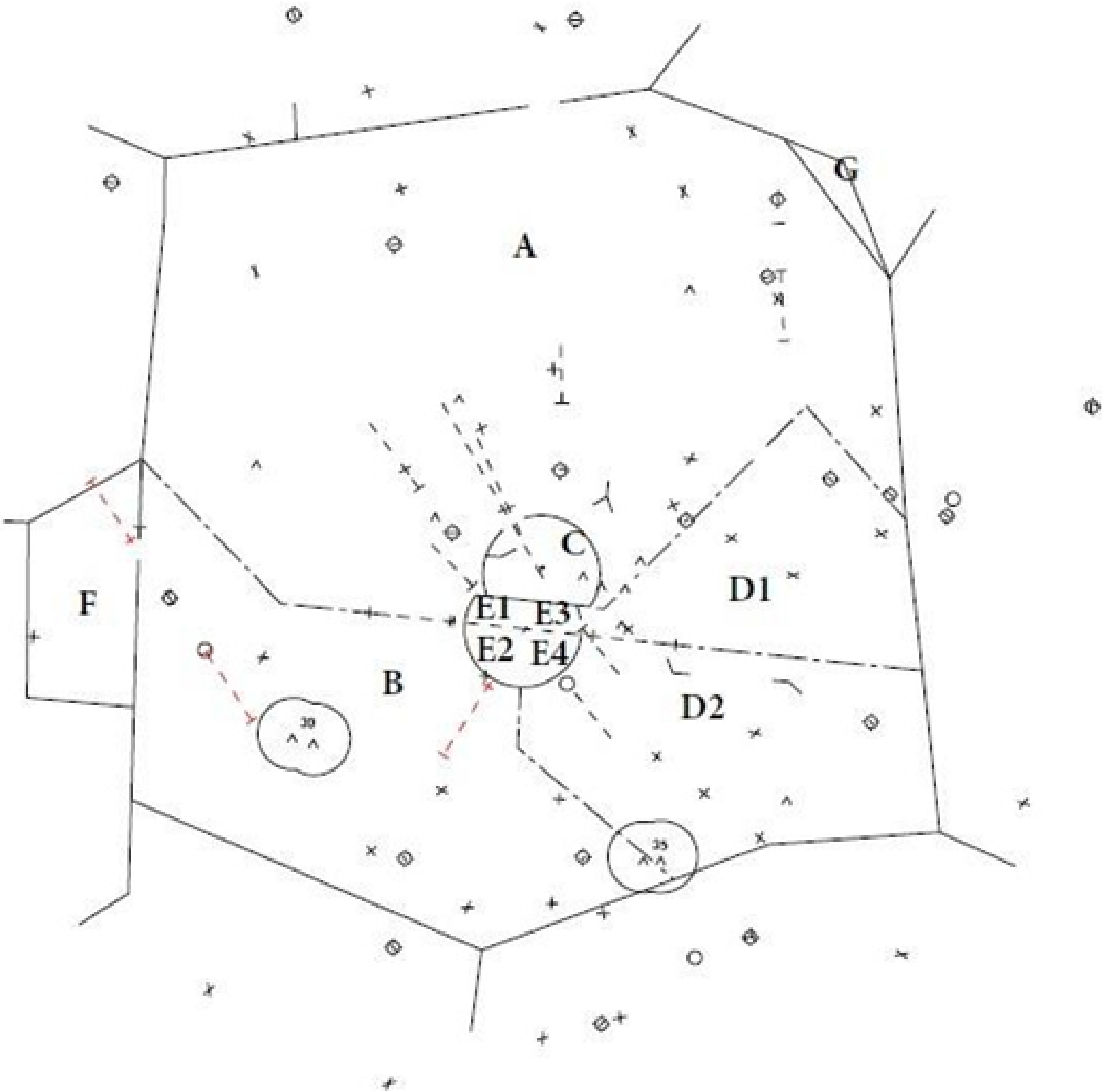
- a. Altimeter/WX trends/ATIS
- b. Special activity/airport conditions/status
- c. State "STATUS OF RUNWAYS" - "IN USE, Open/Available, Closed/Unavailable"
- d. Pertinent NOTAMs and flow control
- e. Training in progress
- f. Current traffic information

# Appendix 3. Montgomery Terminal Airspace

## A3-1 East Operation Map



# A3-2 West Operation Map



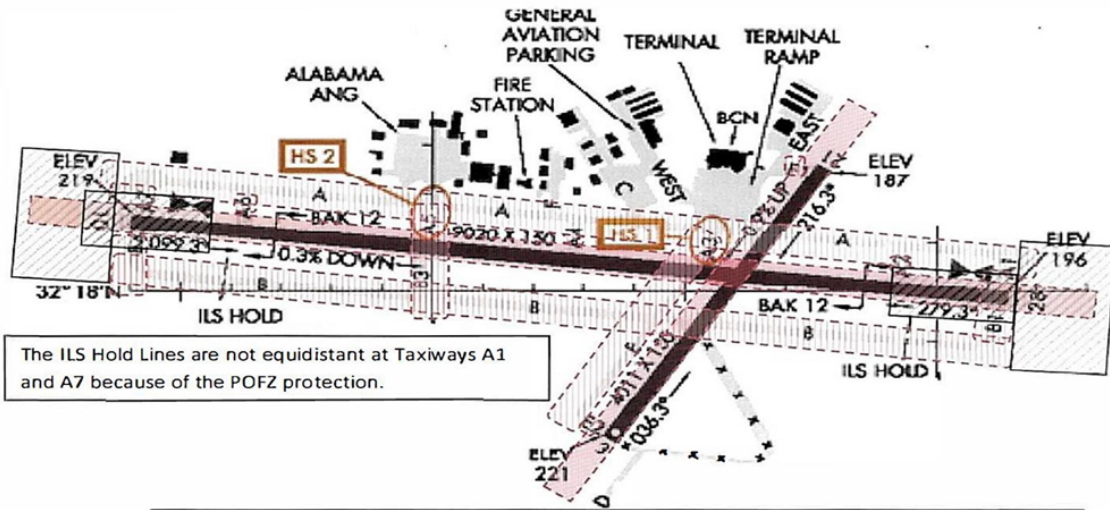


### A3-3 Position Areas of Responsibility

AREA	POSITION	ALTITUDE	AREA	POSITION	ALTITUDE
A	N	SFC-10,000	E2	LC	SFC-2,000
B	S	SFC-10,000		S	ABV 3,000-10,000
C	MXF LC	SFC-BLO 2,300	E3	LC	SFC-2,000
	N	2,300-10,000		F	ABV 2,000-3,000
D1	F	SFC-3,000		N	ABV 3,000-10,000
	N	ABV 3,000-10,000	E4	LC	SFC-2,000
D2	F	SFC-3,000		F	ABV 2,000-3,000
	S	ABV 3,000-10,000		S	ABV 3,000-10,000
E1	LC	SFC-2,000	F	S	SFC-4,000
	N	ABV 3,000-10,000	G	N	SFC-3,000

# Appendix 4. Airport Special Areas

## Montgomery Regional Airport



The ILS Hold Lines are not equidistant at Taxiways A1 and A7 because of the POFZ protection.

- TSA

A Taxiway Safety Area (TSA) is a defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway.

The size of the TSA is based upon the airplane design group for which the taxiway is designed and ranges from 49 feet, to 262 feet in width.
- RSA

A runway safety area (RSA) is defined as "the surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway."

The size of the RSA as follows:  
 RWY 03/21- 6011' X 500'  
 RWY 10/28 11020' X 500'
- POFZ

**Precision Obstacle Free Zones (POFZ).** The POFZ is protected by the ILS hold lines on the taxiways. The POFZ for RWY 10/28 is 200' X 400'.
- ILS HOLD

ILS Hold Lines are on Taxiways "A-1", "A-7"; at the runway hold short lines. ILS Hold Lines are also on Taxiway Bravo prior to "B1 and B4". ILS Protected Areas and Hold Lines depicted.