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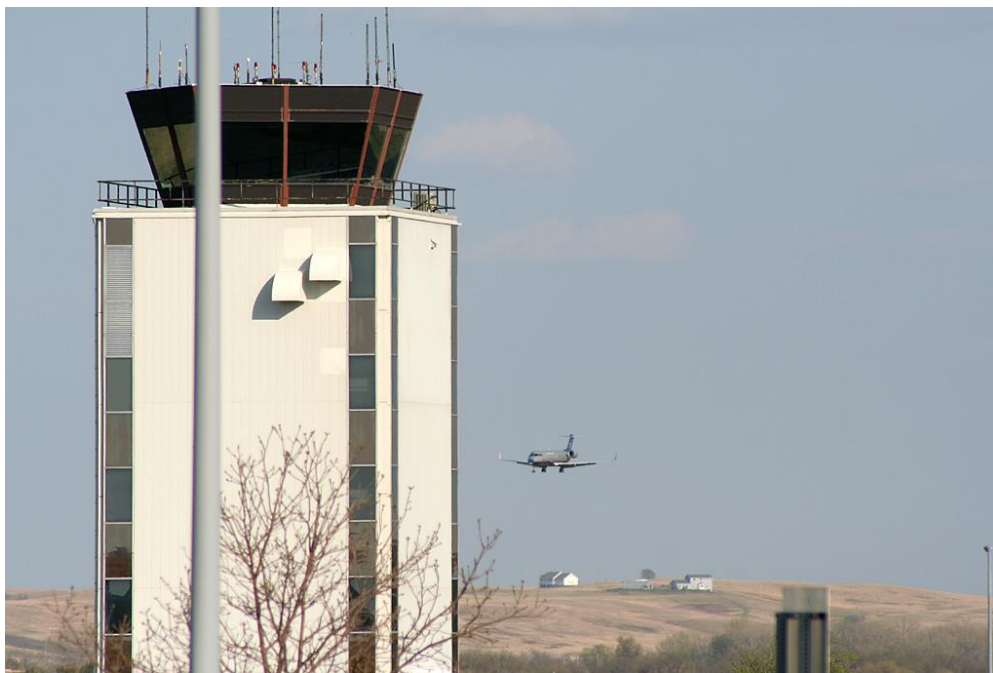
BISMARCK ATCT
STANDARD OPERATING PROCEDURES

August 4, 2020

VATUSA MINNEAPOLIS ARTCC

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

UNITED STATES DIVISION

Bismarck ATCT

Northeast Region

BIS ATCT 7110.65A

Effective date:
August 4, 2020

SUBJ: Bismarck Air Traffic Control Tower Standard Operating Procedures

This order prescribes standard operating procedures for use by Air Traffic Control Specialists at Bismarck ATCT on the VATSIM network. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by it.

It is emphasized that information contained herein is designed, and specifically for use, in a virtual controlling environment. It is not applicable, nor should be referenced for live operations in the National Airspace System (NAS). The procedures contained within this order document how the positions are to be operated and, in conjunction with FAA Orders JO 7110.10, JO 7110.65, and JO 7210.3, will be the basis for performance evaluations and training.

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VATSIM Minneapolis ARTCC

Order Record of Changes

Change	Description	Effective Date	Issued By
	Original Publication	Aug 4, 2020	DX

Table of Contents

Chapter 1. General Information

1-1. Purpose of This Order.

This order prescribes standard operating procedures for use by Air Traffic Control Specialists at Bismarck ATCT on the VATSIM network. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by it.

1-2. Audience.

This order is distributed to all VATSIM Minneapolis ARTCC controllers.

1-3. Where Can I Find This Order.

You can find this order on the Repository website: Documents & Procedures

1-4. What This Order Cancels

vZMP Air Traffic Operations Manual Vol. 2., Air Traffic Control Standard Operating Procedures, Rev. 7., Section 7.7 Bismarck Regional Airport, Bismarck, ND (KBIS), dated 10/20/11.

1-5. Acronyms.

Ground Control	GC
Local Control	LC
Approach Control	AP
Controller-In-Charge	CIC
Radar	E
Status Information Area	SIA

1-6. Definitions.

Advertised:

The approach and runway(s) indicated on the Automation, SIA, and broadcast on the ATIS.

Mileage:

Mileage referred to in this Order is nautical unless otherwise specified.

Automation:

The controller client being used by the controller.

Chapter 2. General Control

Section 1. Jurisdictional Boundaries

2-1-1. AP.

Controls airspace from the surface up to and including 15,000 feet MSL within the area depicted by points A, B, C, D, E, F, G, and H excluding LC airspace when BIS is VFR (See Appendix A.)

2-1-2. LC.

Controls active runway(s), and when BIS is VFR, controls airspace from the surface up to and including 2,900 feet MSL within 5 miles of the BIS ASR.

2-1-3. GC.

Controls non-active runway(s) and taxiways.

2-1-4. CLASS D AIRSPACE.

The airspace from the surface up to and including 4,200 feet MSL within 4.8 miles of the BIS airport. Effective during the hours the tower is in operation.

Section 2. Position Responsibility

2-2-1. General.

     a. Controllers opening the facility shall utilize the Opening Watch Checklist. Controllers closing the facility shall utilize the Close Of Business Checklist. (Located in Appendix B.)

     b. Controllers shall use the pre-relief checklist prior to relieving a position.

     c. Controllers shall use the relief checklist when being relieved of a position.

     d. GC and LC are regularly combined to LC.

2-2-2. Callsign Usage and Frequency Delegation.

     a. The following callsigns and frequencies shall be used when working positions at BIS ATCT.

Position	Callsign	Frequency
ATIS	KBIS_ATIS	119.350
GC	BIS_GND	121.900
LC	BIS_TWR	118.300
E (AP)	BIS_APP	126.300

2-2-3. Positions Requiring Duty Familiarization and Operational Continuity

    a. Controller-in-Charge (CIC)

    b. Ground Control (GC)

    c. Local Control (LC)

    d. Approach Control (AP)

2-2-4. Sources of Operational Information

    a. Status Information Areas (SIA)

    b. Briefing Appendices

2-2-5. Ground Control (GC)

    a. Issue IFR and SVFR clearances. IFR departures shall be assigned their requested altitude or 15,000 feet MSL, whichever is lower.

    b. Issue departure frequency and beacon code to VFR departures requesting radar service.

    c. Inform IFR aircraft taxiing to a runway opposite the advertised runway(s) of any delays (requested and received from LC).

    d. Receive, request, prepare, and distribute flight plan information.

    e. Enter flight plans via Automation.

    f. Receive and relay NOTAM, PIREP, hazardous weather, and flow control information.

    g. Report any change in reportable visibility value below 4 miles and/or any ceiling changing IFR to VFR or VFR to IFR, to all positions and obtain an acknowledgement.

    h. Record ATIS broadcast and inform all positions of the new ATIS letter.

    i. Enter time, altimeter, ATIS letter, advertised approach and runway(s) in the Automation.

    j. Update SIA.

    k. Ensure correct order of advertised runways on the ATIS, Automation, and SIA.

    l. Notify ZMP of any change in Automation status.

2-2-6.   **Local Control (LC)**

a.   Designate advertised runway(s), specify the order, and if changed inform all positions. Inform GC of the active runway(s).

b.   Advise AP of any unplanned missed approach. Assign IFR aircraft making an unplanned missed approach the following heading(s) and an altitude of 3500 feet MSL.

Approach	Heading
VOR-A	260
All Other Approaches	Runway Heading

c.   Release departures:

    (1) AP Staffed:

       (a) The first advertised runway - automatic release for IFR departures, assigned runway heading.

       NOTE: Departures from taxiway C on a 310 or 130 heading are considered departures from runway 31 or runway 13 respectively.

       (b) *Obtain a release for SVFR departures.*

    (2) When AP is not open, but MSP_CTR is providing approach services, and owns AP Airspace ("CENRAP/Top Down" service):

       (a) Obtain a release for IFR and SVFR departures

       (b) Inform ZMP when IFR and SVFR arrivals have landed or when IFR arrivals have canceled.

d.   Forward departure message and flight progress strips to ZMP for IFR departures leaving BIS airspace during a "CENRAP/Top Down" operation.

e.   Forward flight progress strips to AP within 3 minutes prior to departure and prior to effecting coordination. After FPS is forwarded, ensure aircraft the next departure from the coordinated runway.

f.   Adjust DBRITE to observe at least 15 miles from the BIS ASR (.vis BIS-R). Use of the DBRITE is authorized for any terminal function. "Quick Look" AP for transfer of radar identification and Automation data.

g.   Ensure acquisition of departure tracks within 5 miles of the BIS ASR or advise AP that the Automation track did not acquire.

h.   A request by AP of a runway clearance for an aircraft is an automatic point out approval to AP for that aircraft.

i.   VFR arrivals not receiving radar service may be fitted into the landing sequence without coordination with AP.

j.   Display time, altimeter and ATIS letter in the controller client.

2-2-7.   Approach Control (AP-E)

a.   AP shall ensure that vertical separation is maintained between opposite base leg traffic until another form of separation can be applied in accordance with FAAO 7110.65 Chapters 5 and 7.

b.   Provide a radar approach sequence for VFR arrivals to the BIS airport.

c.   Specify a heading or on course when issuing a departure release to LC.

d.   For IFR and SVFR arrivals, remain at least 3 miles from the extended departure centerline of the first advertised runway within 10 miles of the BIS ASR until communication transfer has been made to LC.

e.   Communication transfer to LC shall be made within 15 miles from the BIS ASR.

f.   When BIS is IFR, communication transfer shall be made at least 5 miles from the BIS ASR.

g.   Inform LC if arrivals will be other than a full stop, on an approach other than the advertised approach, or assigned a runway other than the first advertised runway. Arrivals require LC approval when landing or on an instrument/surveillance approach opposite direction to the advertised runway(s), or on a VOR-A or GPS-A approach to BIS.

h.   Authorized to turn BIS departures at or above 2000 feet MSL.

i.   Issue the following missed approach heading(s) to aircraft making practice instrument approaches:

Approach	Heading
VOR-A	260
All Other Approaches	Runway Heading

j.   Transfer radar identification of non-Automation targets to LC at least 10 flying miles from the BIS ASR. Transfer radar identification and Automation data of Automation targets to LC via the "Quick Look" function.

k.   A request to LC of a runway clearance for an aircraft is an automatic point out approval by LC for that aircraft.

2-2-8. Radar (E)

    a. Controls AP airspace except LC airspace in VFR weather.

    b. Designate advertised approach and if changed inform all positions.

    c. Adjust DBRITE to observe at least 10 miles beyond the airspace boundary.

    d. Controlled Area Intrusion:

      (1) Track, identify, and/or hand-off to ZMP aircraft operating in BIS Class D airspace without authorization.

      (2) Track and identify aircraft handed off by ZMP that were involved in a controlled area intrusion outside BIS airspace.

2-2-9. CIC

    a. Maintain situational awareness:

      (1) Ensure accuracy of SIA/IDS.

      (2) Ensure PIREP's are solicited, reviewed, and operationally significant disseminated. Review hazardous weather and ensure proper dissemination. Acquire TAF, via ADDS Weather Website, review, post, and ensure PIREP's are solicited due to the TAF.

    b. Collect and report data:

        (1) Ensure watch checklist is completed each shift. Ensure Close Of Business checklist is completed.

        (2) Controlled area intrusion: Take all actions as for a pilot deviation.

        (3) Acquire FDC NOTAM's via <u>NOTAM website</u>, ensure operationally significant NOTAM's are recorded in the IDS/SIA.

    c. Monitor and manage traffic volume and flow.

    d. Provide guidance and goals for the shift.

    e. Make position assignments.

    f. Ensure position relief.

    g. Manage the operational environment including eliminating distractions.

Section 3. Strip Marking

2-3-1. Flight Progress Strips

    a. Flight progress strips shall be recorded and disseminated in accordance with <u>ZMP Order 7210.11A</u>.

Section 4. Automation

2-4-1. Data Block (Applicable to vSTARS users only)

    a. If CA, MCI, or MSAW (LA alert) is suppressed

        (1) Notify the aircraft of the alert.

2-4-2. Assigning Beacon Codes

    a. Assign a 0100 series code to Local IFR and VFR-On-Top aircraft.

    b. Assign a 0300 series code to Local VFR and SVFR aircraft.

2-4-3. Monitoring Mode 3/A Beacon Codes (Applicable to vSTARS users only)

     a. Monitor/toggle the following beacon code blocks, and individual beacon codes:

         (1) 0100 Block

         (2) 0300 Block

         (3) 1200 Individual

         (4) Other VATUSA beacon codes as needed.

2-4-4. Scratch Pad Information

     a. The following letter/number combinations in the following order should be used in the scratch pad of the data block in lieu of verbal coordination:

|		
A	=	VOR-A
C	=	Contact approach
G	=	GPS or RNAV approach
I	=	ILS approach
V	=	Visual approach
L	=	Low approach
M	=	Missed approach
O	=	Option
S	=	Stop and go
T	=	Touch and go
Z	=	Closed Traffic
R	=	Runway
13	=	Assigned runway 13
31	=	Assigned runway 31
3	=	Assigned runway 3
21	=	Assigned runway 21

     NOTE: The letter "R" must precede a runway number if no other letter does.

Chapter 3. Airport Traffic Control

1. Informal Preferential Runway Use Program

    a. Controllers are encouraged to maximize the use of runway 13 and/or runway 3 for departures, consistent with safety and operational considerations.

    b. Controllers are encouraged to maximize the use of runway 31 and/or runway 21 for arrivals, consistent with safety and operational considerations.

    c. This runway use program should be utilized with crosswinds of up to 15 knots and tailwinds of up to 5 knots for clear and dry runways. No tailwind component should exist if runways are other than clear and dry.

    d. This runway use program is primarily intended for aircraft over 12,500 pounds and pilot participation is voluntary.

APPENDIX A.

BISMARK APPROACH DELEGATED AIRSPACE
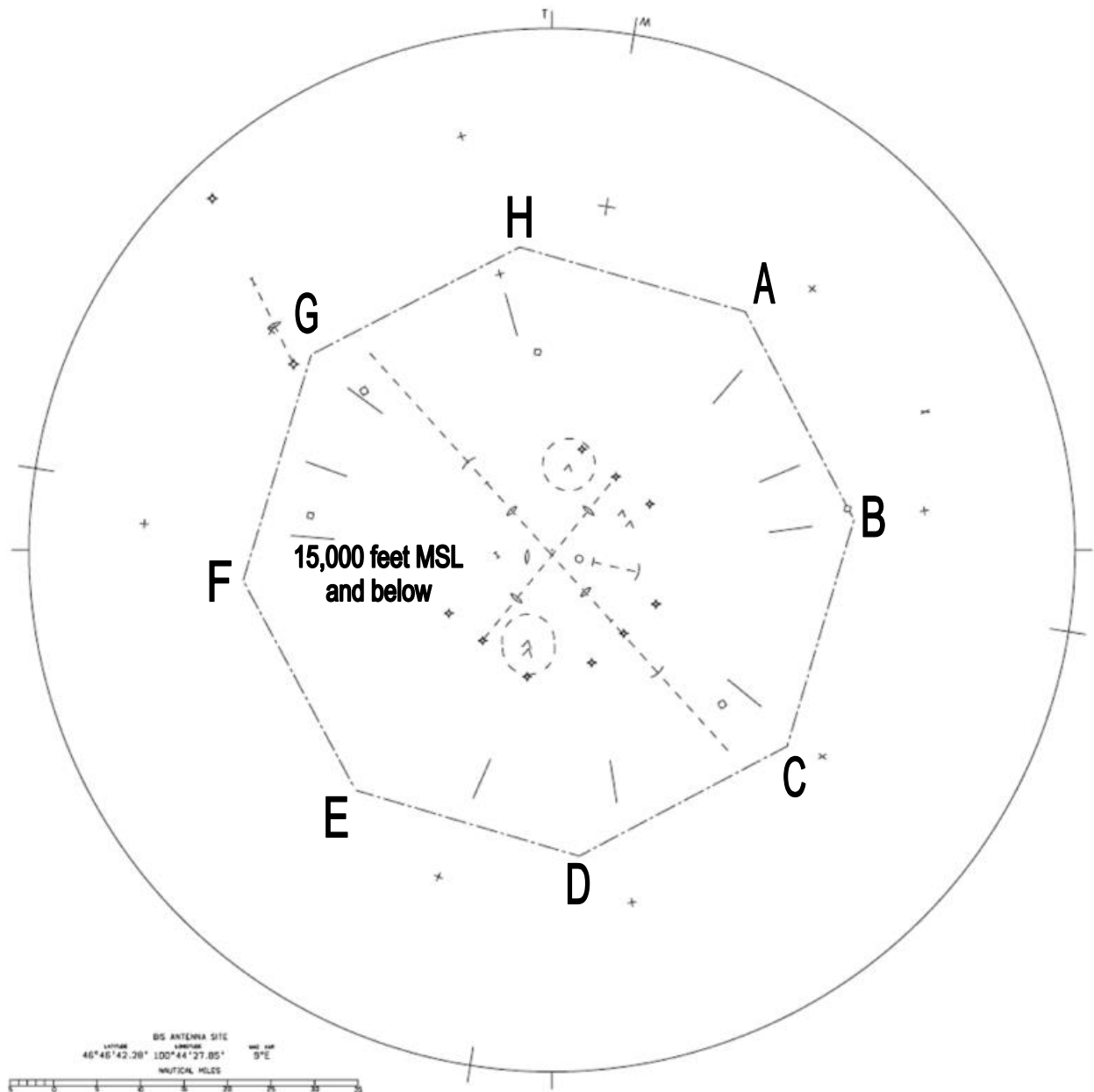
APPENDIX B.

Opening Watch Checklist (From 0600 Local)

1. Change, check, and start recorder tape (prior to opening).

2. Coordinate opening with ZMP:

   a. Traffic.

   b. Airspace.

3. Record ATIS broadcast. (In accordance with VATSIM/VATUSA Voice ATIS Policy)

4. Broadcast on frequency and ATC Channel: "Air Traffic Control service at BIS has resumed. Class Echo services are terminated, Class Delta Airspace now in effect".

5. Obtain TAF from ADDS Website.

6. Obtain NOTAM's from NOTAM website, review AIRMETS on ADDS Weather Website.

Close Of Business Checklist (2400 Local)

1. Coordinate closing with ZMP:

   a. ILS status.

   b. Traffic.

   c. Airspace.

2. Broadcast on frequency and ATC Channel: "Bismarck Tower is terminating Class Delta services, Class Echo Airspace now in effect.

   (and if appropriate):

   Weather, NOTAMS concerning VATUSA Airspace and field conditions.

CIC Checklist

Pre-Relief:

1. SIA.

2. ATIS information and weather forecast.

Relief:

1. Equipment.

2. Airport activities and conditions.

3. PIREPs, hazardous weather, and flow control.

4. Special activities, instructions, and restrictions.

5. Verbally state status of all runways, i.e. occupied, available, etc.

6. Traffic workload.

7. Requests.

8. Staffing.

9. Training.

GC/LC/AP Position Relief Checklist

Pre-relief:

1. SIA.

2. ATIS information.

Relief:

Equipment.

Airport activities and conditions.

PIREPs, hazardous weather, and flow control.

Special activities, instructions, and restrictions.

Verbally state status of all runways, i.e. occupied, available, etc.

Traffic: Special activity.

                  Point out.

                  Holding.

                  Primary and non-ARTS tracked targets.

                  Handed off but still in the airspace.

                  Pending.

                  Non-radar.

                  Standing by.

                  Coordination.

Post-Relief:

Complete 2 minutes of frequency monitoring prior to disconnect.