



Burlington ATCT Standard Operating Procedures

Version F
January 21, 2019

This air traffic control procedural document is provided for virtual air traffic control in the ZBW ARTCC of the VATSIM network only. It is not for real-world ATC use. These procedures are approved for use as defined by the Boston Virtual ARTCC Administration Team only.

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Version Log & Changes from Previous Version

Changes from the previous three versions are listed at the top of every SOP. Changes within the document are emphasized with a vertical blackline beside changed text.

Version F – January 21, 2019

Adds Opposite Direction Operations procedures Page 6

Version E – September 30, 2016

Updates document formatting All

Version D – June 3, 2016

Multiple modifications to better reflect real-world procedures Multiple

Using this Document

The information contained in Chapter 1 is knowledge material that all controllers should be familiar with. The other information in this SOP is designed as additional resource material for controllers who wish to apply extra realism within this airspace. It is not required knowledge for practical exams or on-network controlling, as the OTS Exam Evaluation Standards still act as the primary reference document for practical exams.

Controllers are encouraged to review the additional resource material in Chapter 2 onward at their leisure and apply it at their discretion.

Chapter 1: Overview

1.1 Quick Reference Sheets

a. **BTV_DEL (119.150)**

- **Initial Altitude for IFR Aircraft:** 10,000'
- **Departure Procedures:** BTV#, radar vectors to (FIX)

b. **BTV_GND (126.30)**

- **Taxi Routes:** Refer to Appendix 1

c. **BTV_TWR (118.30)**

- **Airspace:** 4nm from KBTW from surface to 2,000' MSL.
- **Calm Wind Configuration:** None.
- **ATIS:** Digital.
- **Departure Headings:**

Runway	Departures	Missed Approach
15/9	150°, 170°, or 190°	Coordinate with APP. If unable to coordinate, Runway Heading, 3000'.
1/33	330°, 350°, or 010°	

1.2 General

- a. This document outlines the air traffic control procedures and responsibilities for controllers working positions at BTV ATCT.
- b. The following callsigns and frequencies shall be used when working positions at BTV ATCT:

Identifier	Position	Frequency	VOX Channel
BTV_DEL	Clearance Delivery	119.15	BTV_119.150
BTV_GND	Ground Control	126.30	BTV_126.300
BTV_TWR	Local Control	118.30	BTV_118.300
BTV_E_APP	Approach (East Radar)	121.10	BTV_121.100
BTV_W_APP	Approach (West Radar)	119.20	BTV_119.200
KBTW_ATIS	ATIS	123.80	BTV_123.800

- c. Except when split, BTV APP shall use frequency 121.10.

Chapter 2: Clearance Delivery

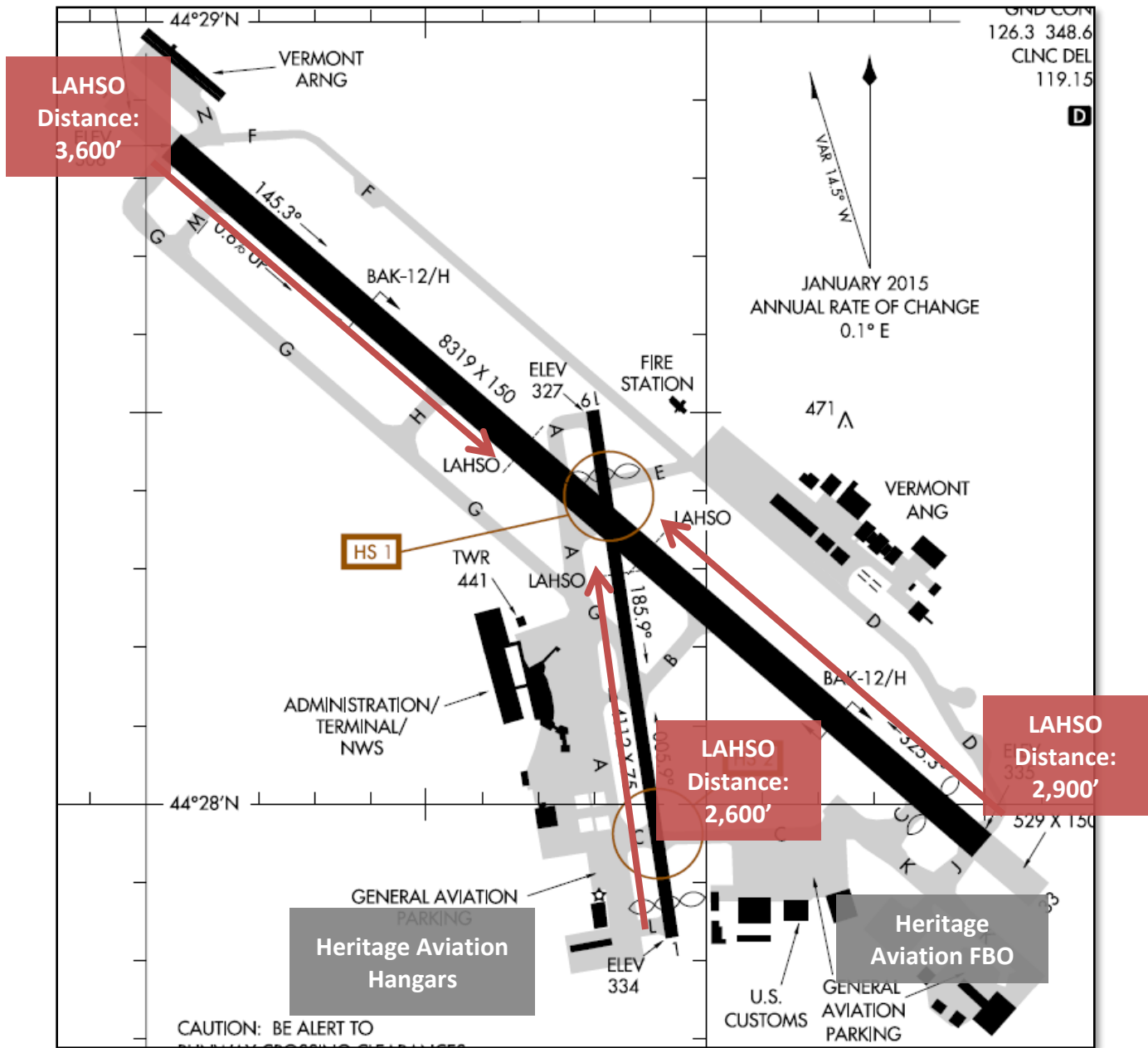
a. Altitude Assignments:

1. The BTV# SID is the primary SID from BTV. This procedure shall be assigned by DEL to all aircraft not inserted into the flight plan.
2. Aircraft unable the BTV# SID shall be cleared via “radar vectors (first fix)” as there are no heading assignments listed on the BTV# SID.
3. IFR departures shall be assigned an initial altitude of 10,000'. Departures shall expect their final cruise altitude 10 minutes after departure.
4. Special VFR departures shall be instructed to maintain SVFR at or below 2,000'

Chapter 3: Ground Control

a. Taxiway and Run-up Restrictions:

1. As much as possible, assign departure runways consistent with direction of flight to avoid crossing traffic.
2. Refer to Appendix 1 for preferred taxi routes.
3. Ground control does not have control/jurisdiction of movement while aircraft are on the ramp areas.
4. The east side of the airport (Taxiways D, E, F, and N) are closed to civilian aircraft. If an aircraft spawns and requests taxi from the east side of the airport, issue taxi instructions to the west side of the airport, then to the departure runway.
5. The air carrier ramp is restricted to airline operations only; charter and private flights must use the FBO.
6. Taxiway A between G and C is closed to aircraft with wingspans of 118' or greater.
7. Taxiway L is restricted to aircraft weighing less than 60,000 lbs.



Chapter 4: Local Control

- a. BTV_TWR is authorized to provide Class C services within the area extending 4nm from KBTV, upwards from the surface to 2,000 feet.
- b. BTV_TWR has control of arrivals either at the final approach fix or 7 miles from the airport, whichever is closer.
- c. Releases
 1. Blanket releases are authorized for all aircraft assigned an appropriate heading and departing the active runway pair (15/19 or 01/33).
 2. SVFR aircraft require a release. Once released, blanket releases are suspended until re-authorized by the departure controller.
- d. Runway selection:
 1. There is no calm wind runway configuration utilized by the ATCT. Surface winds, departures, and approach minima shall be the primary criteria for runway selection. TWR and DEP/APP should coordinate to determine which configuration allows for the most efficient use of airspace.
 2. Opposite direction operations or simultaneous use of crossing runways is not approved unless a particular aircraft has an operational necessity for the inactive runway.
- e. Runway changes:
 1. Coordinate with all affected BTV positions when weather forces a runway change to determine the optimal runway(s) to open.
- f. Departure heading:
 1. TWR shall assign one of the following headings, or runway heading, predicated on the first fix beyond Burlington airspace:

Runway	Departures
15 or 19	150°, 170°, or 190°
1 or 33	330°, 350°, or 010°
 2. VFR traffic that will leave the traffic pattern shall be assigned runway heading.

- g. VFR pattern traffic shall operate at or below 2,000' MSL unless otherwise coordinated. For turbojet aircraft, the preference is for aircraft to fly patterns on the east side of the airport for noise abatement.
- h. In addition to the standard conditions affecting Line up and Wait (LUAW), the following additional restrictions apply at BTV:
 - 1. Do not authorize LUAW at night from any position.
 - 2. Do not authorize LUAW from any intersection.
 - 3. Do not authorize simultaneous LUAW on Runway 19 and Runway 15.
 - 4. When an aircraft is authorized to LUAW, inform it of the closest traffic requesting a full-stop, touch-and-go, stop-and-go, option or unrestricted low approach to the same runway.
- i. Multiple runway crossings are authorized between the intersections of "A" and "E".
- j. Opposite Direction Operations (ODO):
 - 1. The cutoff point for ODO is:
 - (a) 5 flying miles from the threshold of the runway of intended landing, or
 - (b) If an aircraft is established in the traffic pattern, prior to that aircraft turning base leg.

Chapter 5: Radar

a. Frequency:

1. When all positions are consolidated:
 - (a) APP will use frequency 121.10, with a voice channel of **BTV_121.10**.
2. The following splits can be staffed:
 - (a) East Radar (BTV_E_APP), with a voice channel of **BTV_121.100**.
 - (b) West Radar (BTV_W_APP), with a voice channel of **BTV_119.200**.

b. Airspace:

1. Burlington Approach Airspace extends upwards to 10,000' except as defined in any LOA.
2. When split, the border between Approach controllers is along the lake, as shown in Appendix 2.

c. Departure Control:

1. All IFR departures from BTV will be assigned one of the pre-coordinated headings, or runway heading, and a climb to to 10,000'.
2. Departing aircraft shall be cleared on to their filed routing as soon as practicable. Turbojet and large turboprop aircraft departing Runway 33 should not be issued a left turn until reaching 2,000'.
3. Initiate an automated handoff to the appropriate ZBW sector upon the departure being cleared on course and ensured free of traffic conflicts.
4. Issue transfer of radio communications to the appropriate ZBW sector upon passing 6,000'-7,000', or within 10NM of the airspace boundary, as appropriate.

d. Arrivals:

1. Turbojet and large turboprop aircraft being vectored for left traffic to Runway 15 shall be instructed to maintain 2,000' until turning final.
2. Transfer of communication to BTV_TWR shall occur no more than 13 and no less than 7 flying miles from the landing runway.

3. When the ILS Runway 33 approach is in use and the airport is IFR, transfer of communications shall occur prior to “EHIKO”.

e. Cold Weather Operations

1. When the temperature is -20° C or colder, the minimum altitude that may be assigned in the 5400' MVA area is 6000'.

f. Intrafacility Coordination:

1. Traffic landing RWY15 should be handed off to BTV_W_APP at the appropriate time and altitude for final vectoring. Traffic landing all other runways shall be handed off to BTV_E_APP at an appropriate time.

Chapter 6: Interfacility Coordination

a. BTV ATCT and ZBW ARTCC:

1. Control on contact:

- (a) BTV for turns up to 90 degrees once the aircraft is below FL190, and for descent to 7,000' for all arrivals within 10nm of the airspace boundary.
- (b) ZBW for turns up to 30 degrees when the aircraft leaves 6,000'.

2. BTV to ZBW:

- (a) Clear all departures on course and issue a climb to 10,000' before transferring communications to ZBW.
- (b) Ensure that aircraft on the same route are handed off to Center with no less than 10 nm "in-trail" spacing.

3. ZBW to BTV:

- (a) Clear BTV arrivals via direct the BTV VOR or the airport.

(b) Transfer of arrivals:

- (1) Turbojet aircraft must be at or descending to 11,000'.
- (2) Non-turbojet aircraft must be handed off level at 7,000', 8,000' or 9,000'. If the aircraft is higher than 9,000', then it must be descending to 9,000'.

Chapter 7: Appendices

7.1 Preferred Taxi Routes



7.2 TRACON with East/West Split

