



Manchester ATCT Standard Operating Procedures

Version G
January 13, 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.

For more information about Boston Virtual ARTCC, visit www.bvartcc.com.

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 G – January 13, 2019

Amends the Boston TRACON departure frequency to 124.90	Page 3
Removes incorrect reference to calm wind runway	Page 6

Version F – September 20, 2018

Amends the consolidated Boston TRACON frequency to 133.00	Page 3
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Version E – August 4, 2017

Changes based on “climb via SID” phraseology changes	Page 3
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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. MHT_DEL (135.90)

- **Initial Altitude for IFR Aircraft:** 3,000'
- **Altitude Restriction for VFR Departures:** 2,500'
- **Departure Procedures:** MHT# radar vectors to (FIX); PPORT# (RNAV) with BAF/CCC/NELIE transitions.

b. MHT_GND (121.90)

- **Parking:** There is one FBO (Signature) located on the east side of the airport.

c. MHT_TWR (121.30)

- **Airspace:** 5nm from KMHT from surface to 3,000' MSL.
- **Calm Wind Configuration:** Runway 6 is primary runway when wind is less than 5 knots; whichever of Runway 17/35 is more into-wind shall be used as the secondary runway.
- **ATIS:** Digital.
- **Departure Headings:**
 - Turbojet departures from Runway 17 must be instructed to turn right to heading 219 degrees or greater for noise abatement, unless operational requirements dictate otherwise.
 - Turbojet departures from Runway 35 must fly runway heading until leaving 3,000' MSL.
 - Turbojet departures from Runway 6 must turn left heading 040 degrees and turn on course leaving 3,000' MSL.

1.2 General

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

Identifier	Position	Frequency	VOX Channel
MHT_DEL	Clearance Delivery	135.90	MHT_135.900
MHT_GND	Ground Control	121.90	MHT_121.900
MHT_TWR	Local Control	121.30	MHT_121.300
MHT_ATIS	ATIS	119.50	MHT_119.550

Chapter 2: Clearance Delivery

a. Altitude Assignments:

1. Assign all IFR departures 3,000', or lower requested altitude. Aircraft shall expect requested altitude five (5) minutes after departure. The phrase "climb via SID" shall not be used (use the "maintain (top altitude)" phraseology).
2. Assign all VFR departures at or below 2,500' or lower requested altitude until advised.

b. VFR Aircraft:

1. VFR aircraft shall be assigned an altitude, departure frequency, and squawk.
Maintain VFR at or below 2,500' until advised. Departure frequency 124.90, squawk 3421.
2. All Special VFR (SVFR) departures shall be restricted at or below 2,000'.

c. IFR Aircraft:

1. Departures shall be issued 124.90 (MHT_APP) as the departure frequency, unless there is a sector split current.
2. Clear IFR aircraft via the appropriate preferred routing.
3. Clearances may not be issued by PDC.
4. The MHT# is the primary SID from MHT. This departure procedure shall not be inserted into the flight plan and is assumed to be the SID in use except for aircraft cleared via the PPORT# SID.

Cleared to (destination) via the MHT# departure, radar vectors (first fix), then as filed...

5. Aircraft cleared via the PPORT# SID shall be assigned a transition (BAF, CCC or NELIE), and both the SID and transition shall be included in the flight plan.

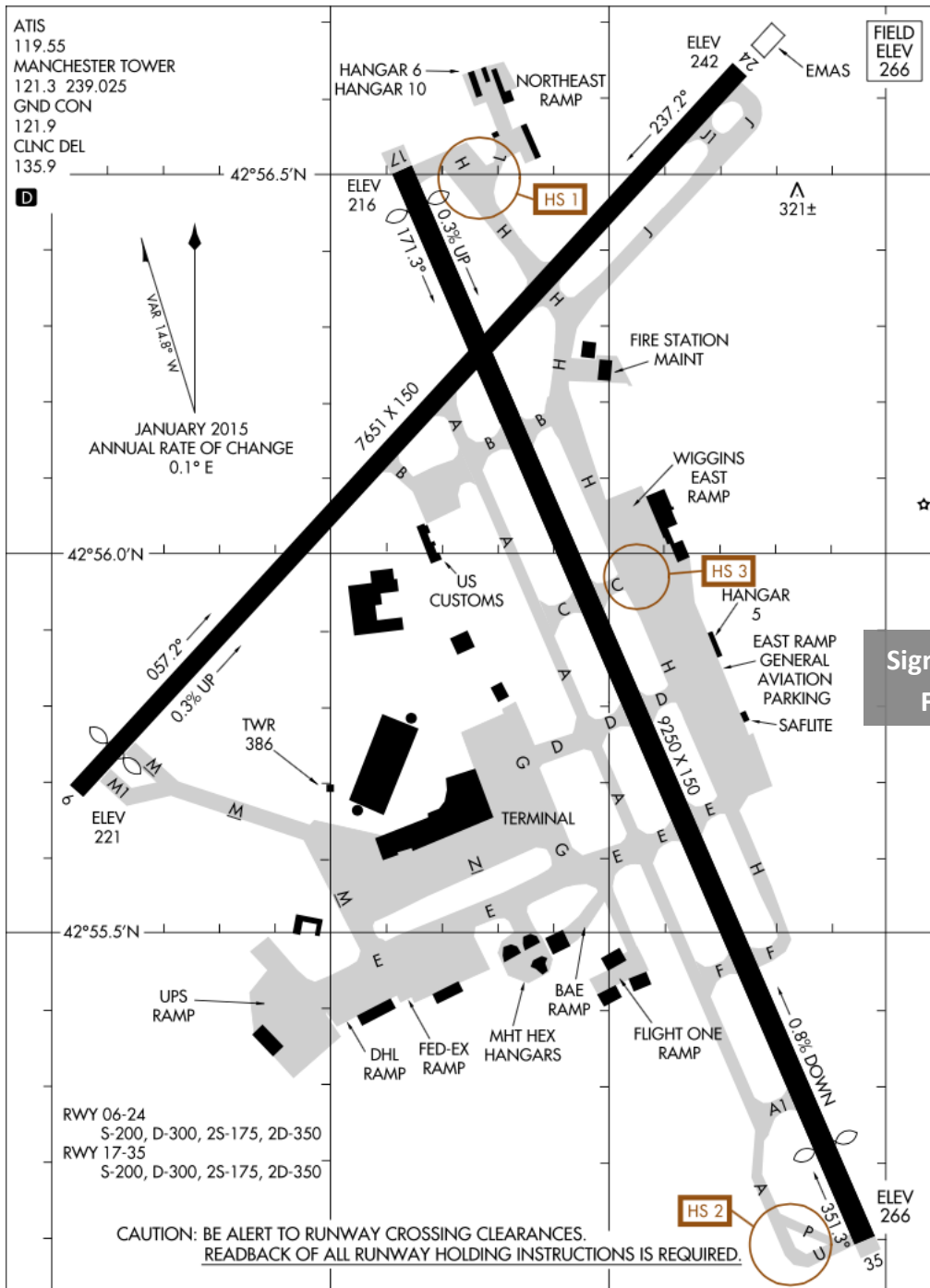
Cleared to (destination) via the PPORT# departure, Barnes transition, then as filed...

6. Aircraft unable a SID shall be cleared via the corresponding MHT# departure procedure heading. No SID shall be included in the flight plan.

Cleared to (destination) via fly heading 219, radar vectors Boston, then as filed...

Chapter 3: Ground Control

- a. Ground Control is responsible for the movement of aircraft on all airport movement areas, excluding any active runway(s).
- b. For the purposes of runway crossings, all runways shall be considered active at all times unless specifically advised by Local Control.
- c. Runway 17/35 procedures:
 1. When taxiing aircraft for full length Runway 17 departures, taxi all aircraft via taxiway "H" hold short of taxiway "L". (Aircraft from the northeast ramp taxi via "L" holding short of "H").
 2. When taxiing aircraft for full length Runway 35 departures, once the aircraft is on "A", instruct aircraft to taxi "A" hold short of "U" or "P".
 3. Aircraft shall be instructed to contact Tower at these holding points.
- d. Taxiway and Run-up Restrictions:
 1. Ensure that all aircraft read back hold short instructions and that a transfer of control point has been established.
 2. Direct aircraft requesting engine run-ups to the holding pads of each runway.
- e. Intersection Departures:
 1. Coordinate all intersection departures with Local Control and provide intersection departure aircraft with available takeoff distance from the assigned intersection.
- f. Parking:
 1. There are many different ramp locations located on different parts of the airport. Ensure that you know where an arrival is taxiing to before issuing taxi instructions to reduce the potential for runway incursions.



Signature
FBO

Chapter 4: Local Control

- a. Local Control is authorized to provide Class C services within the area extending 5nm from KMHT, upwards from the surface to 3,000’.
- b. Runway selection:
 1. When the wind velocity is less than 5 knots, select Runway 6 as the primary arrival and/or departure runway.
 2. When the wind velocity is 5 knots or more, select the runway most nearly aligned with the wind as the primary arrival and/or departure runway.
 3. When Runways 6 or 24 are selected as primary, select the long runway (i.e., 17 or 35) that is most nearly aligned to wind as the secondary runway.
 4. The advertised runway may be used for departures and arrivals without further coordination with radar.
- c. The following shall be included in all ATIS broadcasts:
 1. All broadcasts: “Pilots are required to read back all hold short instructions. Contact Ground for pushback from the terminal gate area”.
 2. When instrument or visual approaches are being conducted simultaneously with visual or instrument approaches to another runway: “Simultaneous approaches are being conducted to intersecting runways”.
- d. Runway changes:
 1. Coordinate with all affected A90 positions when weather forces a runway change. The optimal runway to open may depend on the BOS configuration.
- e. Departures:
 1. Releases:
 - (a) All IFR aircraft that will land within A90 airspace require a release from radar before issuance of takeoff clearance. All others do not require a specific release.
 - (b) Releases may be accomplished by verbal or textual coordination.
 - (c) Releases are valid for a period of three minutes.
 2. Departure Heading:

- (a) LC shall assign turbojet departures from Runway 17 a heading of 220 degrees or greater for noise abatement, unless operational requirements dictate otherwise.
- (b) Turbojet departures from Runway 35 must fly runway heading until leaving 3,000' MSL.
- (c) Turbojet departures from Runway 6 must turn left heading 040 degrees and turn on course leaving 3,000' MSL.
- (d) Assigned headings need not be coordinated with A90.
- (e) VFR traffic that will leave the traffic pattern shall be assigned runway heading.

f. Arrival procedures:

- 1. All aircraft executing an unintentional missed approach and/or go around shall be assigned to fly the runway heading and to climb and maintain 3,000 feet.
 - (a) Coordinate with the appropriate radar sector and hand off the aircraft as soon as possible.
 - (b) Automatic releases are canceled until otherwise advised by the radar controller.

g. Practice Approaches:

- (a) Aircraft executing practice approaches shall be handed off to Radar no later than the missed approach point.
- (b) Coordinate with the appropriate Radar sector to determine missed approach instructions to be issued to an aircraft conducting practice approaches.
- (c) If no instructions are received before the aircraft reaches the missed approach point, handle the aircraft as an unintentional missed approach and coordinate with radar.

h. Traffic patterns:

1. Generally, aircraft remaining in the pattern should not be assigned a discrete squawk code. This prevents Radar from mistakenly tracking the target, and prevents Conflict Alerts from going off.
2. Assign turbojet aircraft VFR traffic patterns on the east side of KMHT when using Runway 17/35.