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**SUBJ: FMN FCT Standard Operating Procedures**

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This document establishes the Farmington Federal Contract Tower (FMN FCT) Standard Operating Procedures within the Denver ARTCC on VATSIM (vZDV). Controllers are required to be familiar with the provisions of this document and to exercise their best judgment if they encounter situations not covered by it. The provisions and procedures described herein are supplemental to vZDV Facility Policy and FAA Order JO 7110.65.

The information contained herein is to be used for flight simulation purposes only on the VATSIM network. It is not intended, nor should it be used for real-world navigation. The Virtual Denver ARTCC is not affiliated with the FAA, the actual Denver ARTCC, or any governing aviation body.

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## Table of Contents

Chapter 1 - Introduction	1
1-1. Purpose	1
1-2. Audience	1
1-3. Distribution	1
1-4. Cancellation	1
Chapter 2 - Positions Table	2
Chapter 3 - Ground Control	3
3-1. Responsibilities	3
3-2. Area of Responsibility	3
3-3. IFR Departure Instructions	3
3-4. VFR Departure Instructions	3
3-5. ATIS	3
3-6. Coordination Procedures	4
Chapter 4 - Local Control	5
4-1. Responsibilities	5
4-2. Area of Responsibility	5
4-3. Runway Selection	5
4-4. Use of Radar	5
4-5. ATIS	5

# Chapter 1 - Introduction

## 1-1. Purpose

This document establishes the Farmington Federal Contract Tower (FMN FCT) Standard Operating Procedures within the Denver ARTCC on VATSIM (vZDV).

## 1-2. Audience

All vZDV controllers and visitors contained within the vZDV and VATUSA roster.

## 1-3. Distribution

This document is authorized for unrestricted use and release and is available in the Resources Section of the vZDV Website.

## 1-4. Cancellation

This document cancels FMN SOP, dated July 25, 2018.

## Chapter 2 - Positions Table

Table 1. Farmington FCT Operational Positions Table

Position	Radio Name	Callsign	Relief	STARS Symbol	Frequency
Ground	Farmington Ground	FMN_GND	1	13G	121.700
Tower	Farmington Tower	FMN_TWR	1	13T	118.900

## Chapter 3 - Ground Control

### 3-1. Responsibilities

- a. Issue ATC clearances to all departing IFR aircraft at Four Corners Regional Airport (FMN).
- b. Create VFR flight plans for all departing VFR aircraft.
- c. Issue taxi instructions to all aircraft on all movement areas not controlled by Local Control.

### 3-2. Area of Responsibility

- a. Ground Control has control of all movement areas except the active runway.

**NOTE-**

*Only one runway may be active at a time. Ground Control has control of the non-active runway.*

### 3-3. IFR Departure Instructions

- a. Unless otherwise coordinated with Denver Center (ZDV), all departing IFR aircraft shall be cleared to the destination airport as filed.
  - i. When either Runway 5 or 7 is the active runway, departing IFR aircraft who file a Standard Instrument Departure (SID) shall be instructed to proceed direct to the SID transition as displayed on the flight plan.

**EXAMPLE-**

*“Cleared to Gallup airport via direct CHACO, then as filed.”*

- b. Departing IFR aircraft shall be instructed to maintain 11,000 and expect filed altitude 10 minutes after departure.
  - i. Aircraft who file an altitude below 11,000 shall be coordinated with ZDV.

### 3-4. VFR Departure Instructions

- a. VFR departures not requesting flight following shall be given taxi instructions to the active runway.
- b. VFR departures requesting flight following shall be coordinated with ZDV.
  - i. If ZDV approves flight following, aircraft shall be issued a departure frequency and discrete beacon code prior to or during taxi.
- c. Ground Control is responsible for filling out a VFR flight plan including, at a minimum, the following elements:
  - i. Aircraft type
  - ii. Destination airport and/or direction of flight

### 3-5. ATIS

- a. Ground Control shall ensure all aircraft have the current ATIS information prior to communications transfer to Local Control.

### **3-6. Coordination Procedures**

- a. Ground Control shall coordinate with Local Control for any of the following scenarios:
  - i. All crossings on the active runway.
  - ii. Requests for departure from an intersection or from a non-active runway.
  - iii. VFR departures who have been approved for flight following.

***NOTE-***

*This may be accomplished by Ground Control placing "FF" prior to the direction of flight in the Route section of the flight plan window.*

- b. Ground Control may cross aircraft on the non-active runway without coordination.

## Chapter 4 - Local Control

### 4-1. Responsibilities

- a. Determine the appropriate runway configuration in accordance with paragraph 4-3.
- b. Sequence and separate departures and arrivals.
- c. Issue clearances to departing and arriving aircraft on the active runway.
- d. Obtain departure releases for all departing IFR aircraft.

### 4-2. Area of Responsibility

- a. Local Control has control of the Farmington Class D airspace, which is defined as the airspace extending upward from the surface up to and including 8,000 feet MSL within a 4.7 nautical mile (NM) radius of the defined coordinates for FMN. Included in this area is a circular area extending 0.7 NM beyond the 4.7 NM radius within 1 NM each side of the I-FMN ILS Localizer.
- b. Local Control has control of the active runway.

### 4-3. Runway Selection

- a. Land West
  - i. Magnetic wind is 160° clockwise to 349° at any velocity.
  - ii. Primary active runway: Runway 25.
  - iii. Runway 23 may be used if an operational necessity exists. Otherwise, Runway 23 is not to be considered active.
- b. Land East
  - i. Magnetic wind is 350° clockwise to 159° at any velocity.
  - ii. Primary active runway: Runway 7.
  - iii. Runway 5 may be used if an operational necessity exists. Otherwise, Runway 23 is not to be considered active.

### 4-4. Use of Radar

- a. Although Standard Terminal Automation Replacement System (STARS) is installed at FMN, it is only to be used for situational awareness.
  - i. Local Control shall provide initial separation between departing and arriving aircraft as specified in Section 6-3 of FAA JO 7110.65.
- b. Local Control shall Quick-Look ZDV Sector 36 (or other appropriate overlying controller).

### 4-5. ATIS

- a. When the outside air temperature is 21°C or greater, include the following statement on the ATIS after reading the temperature but before reading the dew point:
  - i. "CHECK DENSITY ALTITUDE."