Denver ARTCC

ORDER 7110.10A

Effective Date:
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SUBJ: CYS FCT/RAPCON Standard Operating Procedures

This document establishes the CYS FAA Contract Tower and Radar Approach Control (CYS FCT/RAPCON) 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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Record of Changes

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Not for real world use.

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Chapter 1. General Control

Section 1. Introduction

1-1-1. Purpose
This document establishes the Cheyenne FAA Contract Tower and Radar Approach Control (CYS FCT/RAPCON) Standard Operating Procedures within the Denver ARTCC on VATSIM (vZDV).

1-1-2. Audience
All vZDV controllers and visitors contained within the vZDV and VATUSA roster.

1-1-3. Distribution
This document is authorized for unrestricted use and release and is available in the Resources Section of the vZDV Website.

1-1-4. Cancellation
This document cancels CYS SOP, effective December 26, 2023.

Section 2. Operational Positions

Table 1-2-1. CYS FCT/RAPCON Operational Positions Table

Position	VATSIM Callsign	Frequency
Ground Control (GC)	CYS_GND	121.900
Local Control (LC)	CYS_TWR	118.700
Terminal Control (TC)	CYS_APP	124.550

Section 3. Miscellaneous

1-3-1. Duty Familiarization

Prior to requesting a position relief briefing, controllers must accomplish the following items:

a. Log in to position and activate session.
b. Log in to vStrips.
c. Review the current METAR.
d. Review all Traffic Management Programs.
e. Review pertinent overlying controller information.

1-3-2. Transfer of Position Responsibility

a. All position relief briefings must be conducted in accordance with FAA Order 7110.65 Appendix A. All controllers must follow the position relief checklist located in paragraph 2-2-1.
b. Controllers must activate the session of the position they are assuming prior to the start of the position relief briefing.
c. When traffic conditions warrant, the controller being relieved must monitor and observe the position for a minimum of 2 minutes after the conclusion of the briefing.

1-3-3. Flight Progress Strip (FPS) Marking

Reference the ZDV Flight Strip Handling Directive (7210.3) for use cases of marking/handling IFR and VFR flight strips.

Section 4. Runway Configurations

1-4-1. Runway Configurations

The active runway configuration refers to the general cardinal direction of departures and arrivals currently in use. Authorized runway configurations are listed in subparagraphs c. and d.

a. When selecting a runway configuration, the following factors must be considered:
    (1) Wind direction (magnetic heading)
    (2) Wind speed (the gust factor takes precedence over the wind speed)
    (3) Current and anticipated traffic volume
    (4) Runway Status
b. West Flow is designated as the “calm wind” runway configuration.
c. East Flow: Landing and departing Runway 9. Runway 13/31 may be issued at pilot request.
d. West Flow: Landing and departing Runway 27. Runway 13/31 may be issued at pilot request.

1-4-2. Runway Configuration Change Procedures

When changing runway configurations, the CIC (or other appointed position) must use the Runway Configuration Change Checklist (below) and ensure the following:

a. All operational positions acknowledge the new runway configuration.
b. All appropriate positions are informed of:
    (1) Callsign of the last departure in the old configuration.
    (2) Callsign of the last arrival in the old configuration.
    (3) New types of approaches in progress.
    (4) Automatic departure release status.

Runway Configuration Change Checklist
Coordinate with the appropriate CYS RAPCON CIC
Verbally advise all positions of impending changes
Ensure ATIS broadcast(s) is correct

NOTE-
Items listed in the checklist in italics must only be completed if CYS RAPCON is online.

Section 5. LC-RAPCON Coordination Procedures

1-5-1. Departure Procedures

For all departing aircraft, the following procedures must be adhered to:

a. LC must:

(1) Have automatic (rolling) departure releases on all departing IFR aircraft, unless cancelled by RAPCON.

NOTE-

RAPCON may cancel automatic departure releases at any time. Unless explicitly stated by RAPCON and acknowledged by LC, automatic departure releases are assumed to be in use.

(2) Provide initial separation between all departing aircraft.

(3) Assign all departing IFR aircraft runway heading.

(4) Coordinate with RAPCON if a departure does not auto-acquire within 2 NM of the airport.

(5) Transfer communications to RAPCON within 3 NM of the departure end of the runway.

b. RAPCON must:

(1) Have control for climbs and turns on initial contact.

(2) Verbally coordinate with LC when cancelling automatic departure releases.

1-5-2. Arrival Procedures

For all arriving aircraft, the following procedures must be adhered to:

a. LC must:

(1) Have control of arrivals on initial contact. If LC issues control instructions that affect the sequence, LC assumes responsibility for separation and must coordinate with RAPCON.

NOTE-

Coordination may be verbal or via STARS scratchpad.

(2) Advise RAPCON of aircraft executing an unplanned missed approach/go-around and comply with paragraph 1-6-3.

b. RAPCON must:

(1) Sequence all arrivals to CYS airport except for VFR aircraft handed off to LC.

(2) Ensure separation of arrivals to the runway threshold.

NOTE-

If LC issues control instructions that affect the sequence, LC assumes responsibility for separation and must coordinate with RAPCON.

(3) Transfer communications to LC between 5 NM and 15 NM from the airport.

(4) Hand off all VFR arrivals to LC prior to the CYS Class Delta surface area.

1-5-3. Missed Approach/Go-Around

IFR aircraft executing an unplanned missed approach/go-around must comply with the following procedures:

a. Aircraft not on a visual approach may:
   (1) Fly the published missed approach procedure, or;
   (2) Be assigned runway heading and an altitude of 10,000 feet.

b. Aircraft on a visual approach may:
   (1) Be assigned runway heading and an altitude of 10,000 feet, or;
   (2) Join the local traffic pattern, in accordance with FAA JO 7110.65, paragraph 7-4-1.

Chapter 2. Operational Positions

Section 1. General

2-1-1. Position Relief Checklist

Position relief briefings must occur in accordance with Section 1-3 of this document. Utilize the following checklist for position relief briefings of all positions:

Position Relief Briefing Checklist
Position Information (which positions are being assumed)
ATIS Letter / Runway Configuration
Appropriate Departure Frequency
Current TMIs / Special Activities / Coordination Agreements
Traffic Impacted by TMIs
Special Requests or Instructions
Traffic Standing By for Service
Other Traffic Status

Section 2. Ground Control (GC)

2-2-1. Position Responsibilities

a. Monitor the GC frequency (121.900).
b. Prepare, update, and mark flight progress strips in accordance with the ZDV Flight Strip Handling Directive (7210.3).
c. Issue departure clearances to IFR aircraft, complying with posted traffic management initiatives (TMIs), letters of agreement (LOAs), and published preferred routes.
d. Handle VFR departure aircraft in accordance with paragraph 2-2-4.
e. Ensure all taxiing aircraft have the current ATIS.
f. Determine/finalize aircraft departure runway assignments.
g. Assume other ground control or other cab responsibilities, as assigned.

2-2-2. Area of Jurisdiction

Ground control has control of all taxiways in the movement area.

2-2-3. IFR Departure Instructions

a. All aircraft leaving the Cheyenne Radar Approach Control (RAPCON) must be issued radar vectors to the first waypoint in their flight plan.
b. Unless otherwise coordinated, all routes must be in compliance with posted traffic management initiatives (TMIs), letters of agreement (LOAs), and published preferred routes.
c. All aircraft shall be given an initial altitude of 10,000 feet or filed altitude, if lower.

NOTE-
All aircraft landing in D01 or transitioning D01 must use the specified altitude in the CYS-D01 LOA.

2-2-4. VFR Departure Instructions

All departing VFR aircraft must:

a. Have the following filled out:
    (1) Flight Strip, in accordance with the ZDV Flight Strip Handling Directive (7210.3).
    (2) Flight Plan, if the aircraft has requested flight following, in accordance with the ZDV Flight Strip Handling Directive (7210.3).

NOTE-
A filled-out Flight Plan indicates that the flight plan will be pushed to the NAS. This may be accomplished by using the Flight Plan Editor in CRC or by using the VP command in STARS.

2-2-5. Traffic Flow

GC must ensure all aircraft yield to aircraft exiting a runway, unless otherwise coordinated with LC.

2-2-6. ATIS

Ensure all taxiing departures have the current ATIS.

Section 3. Local Control (LC)

2-3-1. Position Responsibilities

a. Monitor the LC frequency (118.700).
b. Provide control instructions to aircraft within the LC area jurisdiction.
c. Determine the appropriate runway configuration in accordance with section 1-5.
d. Sequence and separate departures and arrivals.
e. Operate TDW/STARS equipment, as necessary.
f. Mark FPSs in accordance with the ZDV Flight Strip Handling - 7210.3.
g. Assume other local control or other cab responsibilities, as assigned.

2-3-2. Area of Jurisdiction

LC has jurisdiction of the following:

a. The CYS Class D from the surface to 8,700 feet MSL (see Appendix 1).
b. Runway 9/27.
c. Runway 13/31.

2-3-3. Use of Radar

When using TDW/STARS, LC must:

a. Comply with the provisions contained within FAA JO 7110.65 Chapter 5.
b. Adjust the range of the radar to display a minimum of 15 NM.
c. Display the CYS Tower List.

2-3-4. Landing Clearance

The use of a memory aid upon issuance of landing clearance is mandatory. The preferred method for utilizing a landing clearance memory aid is by highlighting the aircraft's STARS Full Data Block (FDB).

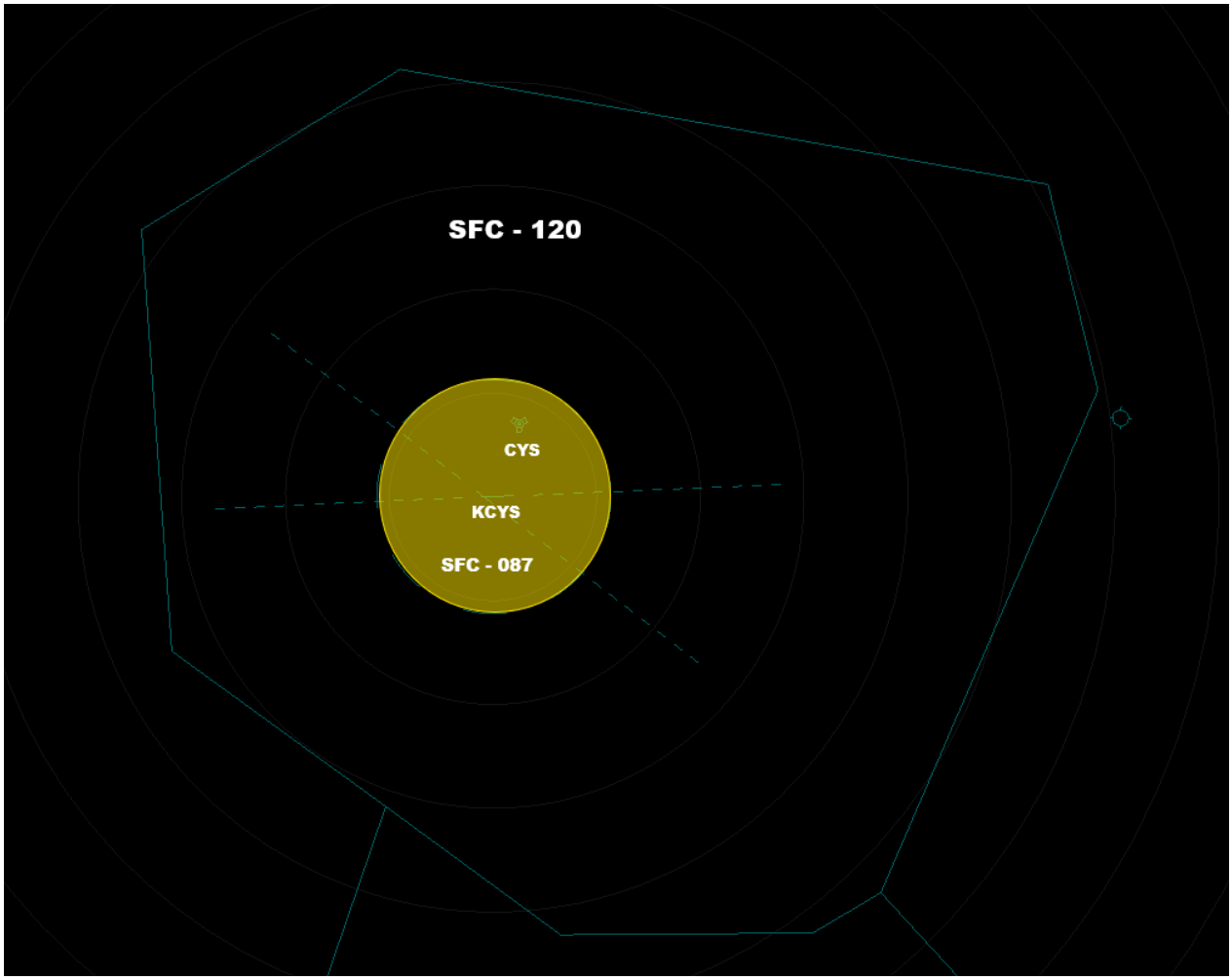
Section 4. Terminal Control (TC)

2-4-1. Position Responsibilities

TC shall have the following responsibilities when operating the RAPCON delegated airspace (see Appendix 1):

a. Monitor the TC Frequency (124.550).
b. Ensure separation of aircraft.
c. Initiate and ensure adequate readback of control instructions.
d. Accept and initiate handoffs, as necessary.
e. Coordinate with other control positions, as necessary.
f. Ensure scratchpad (and other STARS) entries are kept up-to-date, in accordance with ZDV Scratchpad Directive (7210.4).

2-4-2. Area of Jurisdiction

TC has jurisdiction of the airspace depicted in Appendix 1 from the surface up to and including 12,000 feet, excluding the Cheyenne Class D airspace.

Appendix 1. Airspace Diagram