



# Denver ARTCC

BJC ATCT

## Standard Operating Procedures

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## Document Information

### Purpose

This order describes Standard Operating Procedures for the safe and efficient operation of the Rocky Mountain Metropolitan Airport Traffic Control Tower (BJC ATCT). The provisions and procedures described below are supplemental to and in accordance with Denver ARTCC General Policy and FAA Order JO 7110.65, as well as any published FAA guidelines and procedures. The information contained in this document 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. This site is not affiliated with the FAA, the actual Denver ARTCC, or any governing aviation body. All content contained herein is approved only for use on the VATSIM network.

### Distribution

This order is distributed to all Denver ARTCC personnel.

### Cancellation

This order cancels BJC SOP dated July 25, 2018.

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## Revisions Log

Date	Revision	Editor/Version
03/09/2021	Initial Release	Harry Linsenmayer/ 7110.1A

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# Chapter 1. Positions Table

Table 1. Rocky Mountain Metropolitan ATCT Operational Positions Table

Position	Radio Name	Callsign	Relief	ARTS Symbol	Frequency
Delivery	Metro Clearance	BJC_DEL	1	8D	132.600
Ground	Metro Ground	BJC_GND	1	8G	121.700
<b>North Tower*</b>	<b>Metro Tower</b>	<b>BJC_N_TWR</b>	<b>N1</b>	<b>8NT</b>	<b>118.600</b>
South Tower	Metro Tower	BJC_S_TWR	S1	8ST	123.950

**Bold/Asterisk\*** designates a primary position.

## Chapter 2. Clearance Delivery

### 2.1 Responsibilities

1. Issue ATC clearances to all departing IFR aircraft at Rocky Mountain Metro Airport (KBJC).

### 2.2 IFR Departure Instructions

#### 2.2.1 IFR Routing

1. All aircraft leaving the Denver Terminal Radar Control (TRACON) shall be issued an up-to-date Standard Instrument Departure (SID).
  - a. Aircraft who have filed out-of-date RNAV Departures shall be assigned:
    - i. Jets: Up-to-date Non-RNAV Departure
    - ii. Props: DEN# Departure
2. All aircraft that will remain within the Denver TRACON shall be issued the DEN# departure.
3. All routes assigned to aircraft must be checked to ensure they are in compliance with published Letter of Agreement (LOA) documents and published preferred routes. Any aircraft that is not in compliance shall be amended as necessary.
  - a. Aircraft unable to accept the amended routing shall not be cleared until coordination can be established with the appropriate controller.

#### 2.2.2 IFR Altitudes

1. All aircraft shall be instructed to "Maintain 8,000".

#### 2.2.3 Departure Frequencies

Table 2. Departure Frequency Assignment Priority Table

Priority Number	Position (Frequency)
1	SR1/J (125.120)
2	DR1/L (126.100)
3	AR1/I (120.350)

## 2.3 VFR Departure Instructions

1. Clearance Delivery is responsible for the creation of VFR flight plans.
  - a. Pilots are not responsible for filing a VFR flight plan. Clearance Delivery shall enter all relevant information that the pilot provides about their VFR flight. This includes, but is not limited to, Aircraft Type, and Destination Airport or Direction of Flight.
2. At no point shall Clearance Delivery clear any aircraft to enter the Denver Class Bravo airspace, issue a discrete beacon code or issue a departure frequency to any VFR aircraft regardless of whether or not the aircraft requests Flight Following.



## Chapter 3. Ground Control

### 3.1 Responsibilities

1. Issue taxi instructions to all aircraft on all movement areas not controlled by Local Control.

### 3.2 Area of Responsibility

1. Ground Control has control of Taxiway A, Taxiway B, Taxiway D, Taxiway E east of runway 30R, Taxiway G east of runway 30R, and all respective connector taxiways.
2. See Figure 1 for Area of Control and Position Split Information.



Figure 1. Rocky Mountain Metro Area of Responsibility and Split Information

### 3.3 ATIS

1. Ground Control shall ensure that all pilots have the current ATIS information prior to being handed off to Tower.

### 3.4 Runway Crossings

1. Ground Control is authorized blanket crossings for Runway 3/21 unless otherwise coordinated with Local Control.
2. Metro Tower is authorized to conduct multiple runway crossing operations as depicted in Appendix 1 for the following situations:
  - a. South Tower either combined with North Tower or worked separately: Cross Runway 3/21 on Taxiway D and Runway 12R/30L on Taxiway B.
  - b. When North Tower and South Tower positions are combined: Cross Runway 12R/30L and Runway 12L/30R at Taxiways H, G, B, and E.
  - c. When North Tower and South Tower positions are combined: Cross Runway 3/21 on Taxiway D and Cross Runway 12R/30L and Runway 12L/30R on Taxiway B.

## Chapter 4. Local Control/Tower

### 4.1 Responsibilities

1. Issue takeoff and landing clearances to all aircraft departing and arriving on all runways.
2. Issue taxi instructions to all aircraft on all movement areas not controlled by Ground Control.
3. Determine active runway flow.

### 4.2 Area of Responsibility

1. Local Control is responsible for the Rocky Mountain Metro Class D airspace, which is defined as the airspace extending upward from the surface up to but not including 8,000 feet MSL within a 5.0 nautical mile radius of the defined coordinates for Rocky Mountain Metro Airport.
2. Local Control is responsible for all runways.
3. Local Control is responsible for all taxiways not controlled by Ground Control (see Figure 1 above for taxiway delegations).

### 4.3 Active Runway Selection

#### 4.3.1 Types of Flows

1. Rocky Mountain Metro has 4 runway flows listed in sections 4.3.3-4.3.6.
2. If the wind is gusting, use the gust speed when determining the active runway configuration.
3. When the wind is calm, utilize any West runway configuration.

#### 4.3.2 Changing Flows

1. When changing flow, Local Control shall verbally coordinate with the appropriate D01/ZDV controller to determine the final departure and arrival off of the previously used runways as well as the first arrival and departure off of the new runways.
2. Local Control shall verbally coordinate with Clearance Delivery and Ground Control of the new flow.
3. Ensure the ATIS has been updated to properly reflect the new flow.

#### 4.3.3 West VMC

1. Wind is 030° clockwise to 209° and the weather is classified as Marginal VFR or VFR.
  - a. Landing Runways 30R and 30L.
  - b. Departing Runways 30R and 30L.
  - c. If requested by the pilot, Runway 03/21 may be assigned.

#### 4.3.4 East VMC

1. Wind is 210° clockwise to 029° and the weather is classified as Marginal VFR or VFR.
  - a. Landing Runways 12L and 12R.
  - b. Departing Runways 12L and 12R.
  - c. If requested by the pilot, Runway 03/21 may be assigned.

#### 4.3.5 West IMC

1. Wind is 030° clockwise to 209° and the weather is classified as IFR.
  - a. Landing Runway 30R.
  - b. Departing Runway 30R.

#### 4.3.6 East IMC

1. Wind is 210° clockwise to 029° and the weather is classified as IFR.
  - a. Landing Runway 12L.
  - b. Departing Runway 12L.

### 4.4 Departure Procedures

1. Local Control shall provide separation for all aircraft within Local Control airspace.
2. Local Control shall provide and ensure initial separation between consecutive departures.
3. IFR departures require a departure release from the appropriate radar controller. Details regarding departure releases can be found in the Satellite-D01 Letter of Agreement.

### 4.5 Arrival Procedures

#### 4.5.1 IFR Arrival Procedures

1. Local Control shall provide separation for all aircraft within Local Control airspace.
2. Local Control shall ensure separation between consecutive arrivals.

#### 4.5.2 VFR Arrival Procedures

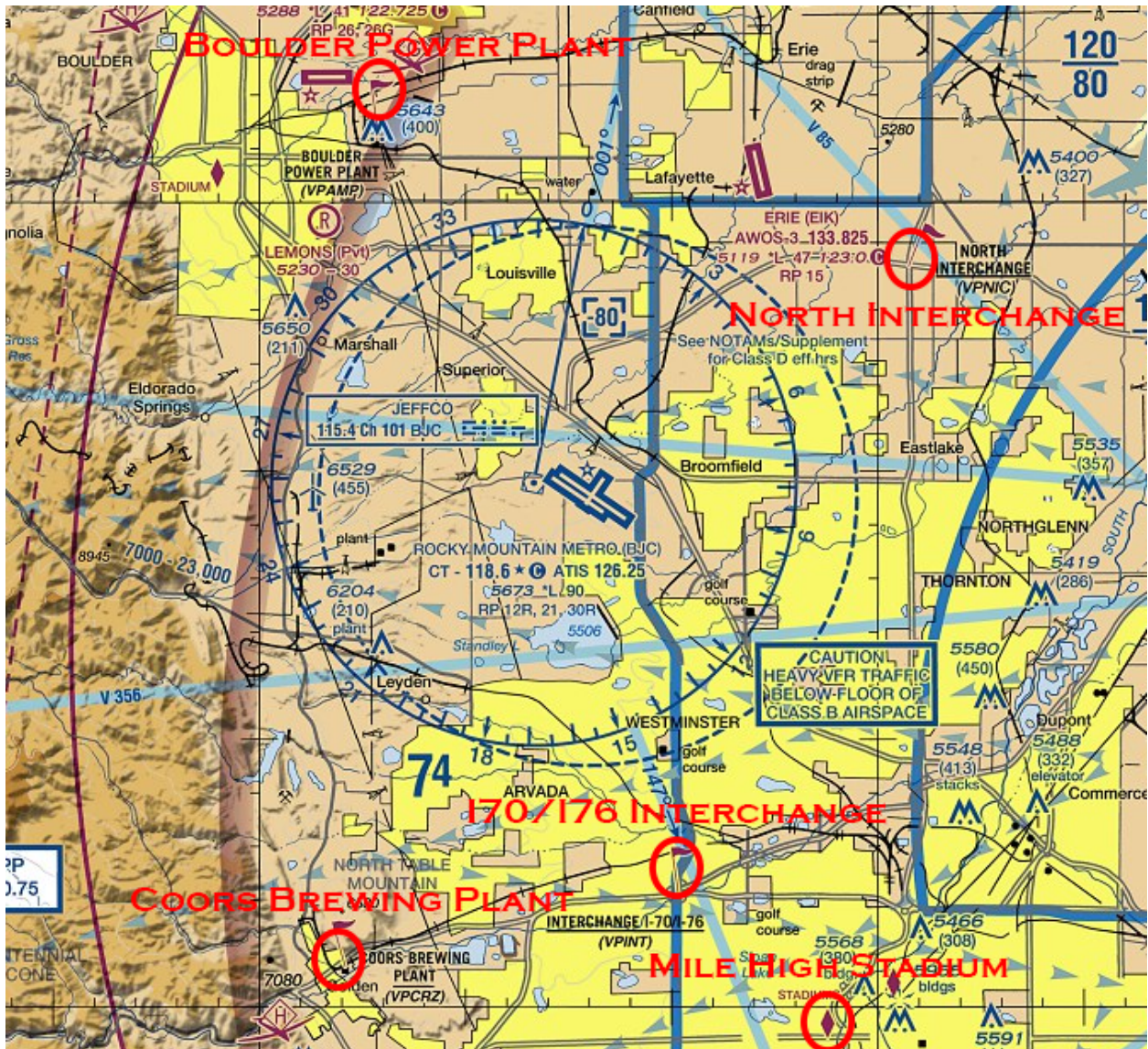
1. Aircraft shall be instructed to enter a pattern leg or report a VFR point listed in Appendix 1. An example of phraseology is below.
  - a. "N12345, Metro Tower, report the Coors Brewing Plant."
2. Upon aircraft reporting that they have reached the assigned reporting point, aircraft shall be instructed to enter a pattern leg.

### 4.6 Missed Approaches/Go-Arounds

1. All information regarding Missed Approaches and Go-Arounds can be found in the Satellite-D01 LOA.

# Appendix 1

## Appendix 1A: VFR Reporting Points



## Appendix 1B: Multiple Runway Crossing Diagram

