



**ORDER  
7110.12D**

## **SUBJ: FNL ATCT Standard Operating Procedures**

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This order describes Standard Operating Procedures for the safe and efficient operation of the Northern Colorado Airport Traffic Control Tower (FNL 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.

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**Effective 09/11/2021**

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## **Section 1 - Introduction**

### **1-1. Audience**

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

### **1-2. Distribution**

This document is authorized for unrestricted use and release for vZDV personnel only.

### **1-3. Effective**

This order is effective upon immediate release and cancels all previous versions and publications of the FNL ATCT SOP.

### **1-4. Change Log**

All significant changes shall be maintained in the change log contained in Section 2 of this document

## Section 2 - Change Log

2-1. See Table 2-2-1 for the changelog.

Revision Number	Revision Effective Date	Changelog	Revised By	Approvals
7110.12A	08/03/2020	Initial Release	Harry Linsenmayer	Brandon Wening   ATM
7110.12B	11/05/2020	Update to radio callsign	Harry Linsenmayer	Brandon Wening   ATM
7110.12C	03/03/2021	Updated for Satellite-D01 LOA	Dillon Marshall	Dillon Marshall   DATM
7110.12D	09/11/2021	Format Change	Austin Wilkins	Austin Wilkins   ATM

Table 2-2-1

## Section 3 - Primary Positions

### 3-1. Positions Table

Position	Radio Name	Callsign	Relief	ARTS Symbol	Frequency
Ground	Noco Ground	FNL_GND	1	16G	121.650
Tower	Noco Tower	FNL_TWR	1	16T	118.400

## Section 4 - Clearance Delivery and Ground Control

### 4-1. Responsibilities

- a. Issue ATC clearances to all departing IFR aircraft at Fort Collins (KFNL).
- b. Create VFR flight plans for departing VFR aircraft.
- c. Issue taxi instructions to all aircraft on all movement areas not controlled by Local Control.

### 4-2. Ground Control

#### a. IFR Routing

- i. All aircraft leaving the Denver Terminal Radar Control (TRACON) shall be issued an up-to-date Standard Instrument Departure (SID).
- ii. Aircraft who have filed out-of-date RNAV Departures shall be assigned:
  1. Jets: Up-to-date Non-RNAV Departure
  2. Props: DEN# Departure
- b. All aircraft that will remain within the Denver TRACON shall be issued the DEN# departure.
- c. 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.
  - i. Aircraft unable to accept the amended routing shall not be cleared until coordination can be established with the appropriate controller.

#### d. IFR Altitudes

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

**e. Departure Frequencies**

Priority Number	Position (Frequency)
1	SR2/D (134.850)
2	SR1/J (125.120)
3	DR2/N (127.050)
4	DR1/L (126.100)
5	AR2/H (119.300)
6	AR1/I (120.350)

*Table 4-2-2*

**4-3. VFR Departure Instructions**

- a. Ground Control is responsible for the creation of VFR flight plans.
- b. Pilots are not responsible for filing a VFR flight plan. Ground Control 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.
- c. At no point shall Ground Control issue a discrete beacon code or issue a departure frequency to any VFR aircraft regardless of whether or not the aircraft requests Flight Following.

**4-4. Area of Responsibility**

- a. Ground Control has responsibility for Taxiway A, Taxiway B, and Taxiway C. Taxiway D is uncontrolled.
- b. See Figure 4-4-2 for Area of Control and Position Split Information.

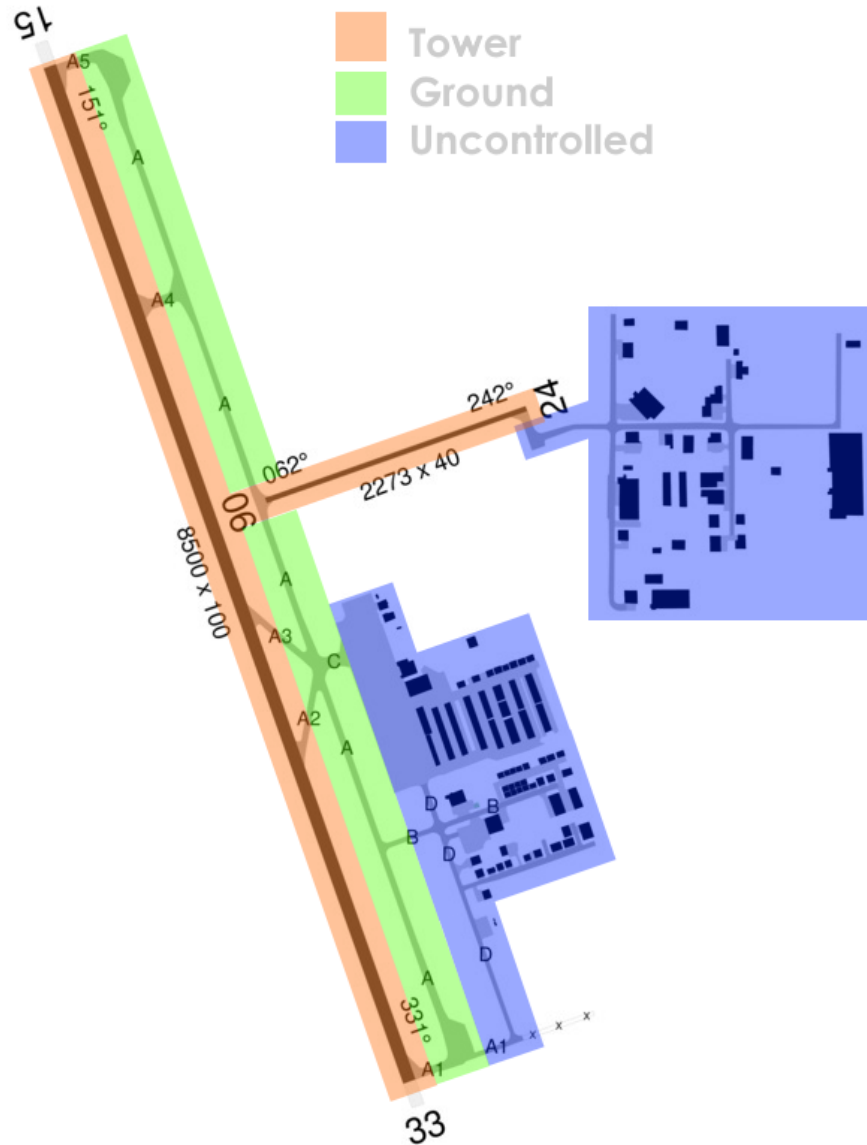


Figure 4-4-2

#### 4-5. ATIS

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

#### 4-6. Runway Crossings

- a. Ground Control is authorized blanket crossings for Runway 06/24 unless otherwise coordinated with Local Control.

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#### **4-7. Runups**

- a. All aircraft requiring a runup shall advise Ground Control. Ground Control shall issue a taxi to the appropriate runup area.
- b. Upon completion of the runup, aircraft shall advise Ground Control. Ground Control shall hand off the aircraft to Local Control.

#### **4-8. Handoffs**

- a. During a period of light or normal traffic, Ground Control shall instruct aircraft approaching the runway to "Contact Noco Tower."
- b. During a period of heavy traffic, Ground Control shall instruct aircraft approaching the runway to "Monitor Noco Tower."

### **Section 5. Local Control**

#### **5-1. Responsibilities**

- a. Issue takeoff and landing clearances to all aircraft departing and arriving on all runways.
- b. Determine active runway flow.

#### **5-2. Area of Responsibility**

- a. Local Control is responsible for the Fort Collins Class E airspace, which is defined as the airspace extending upward from the surface up to and including 7,500 feet MSL within a 5 nautical mile radius of the defined coordinates for Fort Collins Airport.
- b. Local Control is responsible for all runways.

#### **5-3. Active Runway Selection**

##### **a. Types of Flows**

- i. Fort Collins has 2 runway flows listed in sections 3.3.3-3.3.4. These runway flows should be used in accordance with the conditions described within unless otherwise coordinated.
- ii. When the weather is classified as IFR or Low IFR, utilize the North runway configuration.
- iii. When the wind is calm, utilize the North runway configuration.

##### **b. Changing Flows**

- i. 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.
- ii. Local Control shall verbally coordinate with Ground Control of the new flow.
- iii. Ensure the ATIS has been updated to properly reflect the new flow.

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**c. North**

- i. Wind is 240° clockwise to 059°.
- ii. Landing Runway 33.
- iii. Departing Runway 33.
- iv. If requested by the pilot, Runway 06/24 may be assigned.

**d. South**

- i. Wind is 060° clockwise to 239°.
- ii. Landing Runway 15.
- iii. Departing Runway 15.
- iv. If requested by the pilot, Runway 06/24 may be assigned.

**5-4. Departure Procedures**

- a. Local Control shall provide separation for all aircraft within Local Control airspace.
- b. Local Control shall provide and ensure initial separation between consecutive departures.
- c. IFR departures require a departure release from the appropriate radar controller.
- d. No departures from Fort Collins are Pilot NAV. All departures must be given a heading on departure. See Table 5-3-2 for departure headings.

Runway	Heading
33	060°
15	Runway Heading

*Table 5-3-2*

**5-5. Arrival Procedures**

**a. IFR Arrival Procedures**

- i. Local Control shall provide separation for all aircraft within Local Control airspace.
- ii. Local Control shall ensure separation between consecutive arrivals.
- iii. Communications transfer between arrivals on final approach must be completed before the aircraft enters the Fort Collins Class E airspace.

**b. VFR Arrival Procedures**

- i. Aircraft shall be instructed to enter a pattern leg or report a VFR point listed in Appendix 1A. An example of phraseology is below.
  - 1. "N228HL, Noco Tower, report the Budweiser Plant."
- ii. Upon aircraft reporting that they have reached the assigned reporting point, aircraft shall be instructed to enter a pattern leg and shall be sequenced around all IFR aircraft.

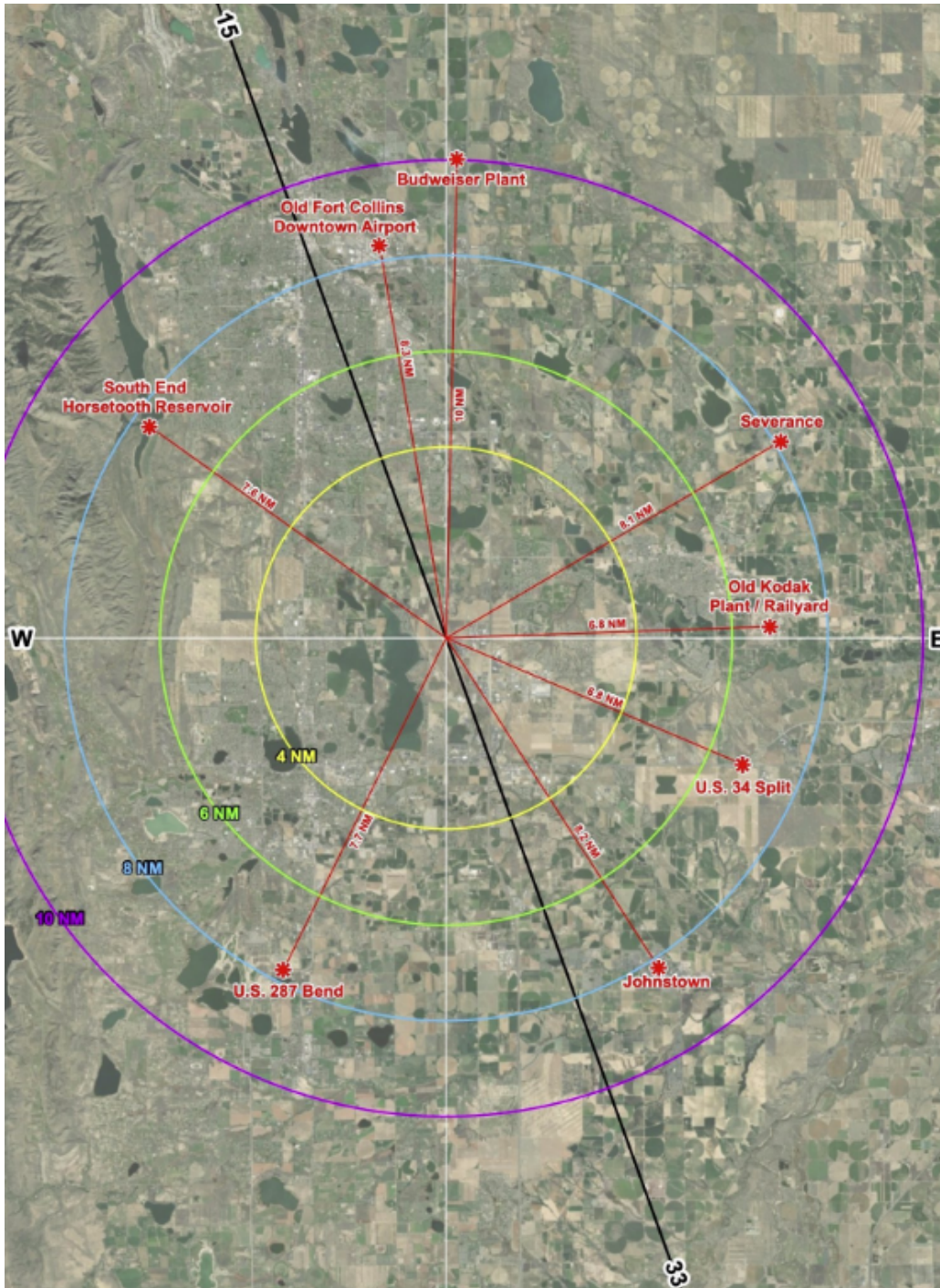
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## **5-6. Missed Approaches/Go-Arounds**

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

## Appendix A. VFR Reporting Points



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