

ORDER

MYNN 7110.1C

Nassau Air Traffic Control Tower and Approach Standard Operating Procedure



January 1st, 2019

Nassau Flight Information Region

Forward

This manual provides guidelines for safe air traffic control operations within the Nassau Terminal Control Area and Class Delta airspace. Controllers are required familiarize themselves with the provisions of this order and to exercise their best judgment if they encounter situations that are not covered in this order.

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TABLE OF REVISIONS

<u>DATE</u>	<u>REVISION</u>	<u>EDITOR/VERSION</u>
01 DEC 2018	Document Creation	MB
28 DEC 2018	App Frequencies	MB

Chapter 1 - General

Section 1 Introduction

1-1-1: Purpose - Provide standard operating procedures for use within the Nassau TCA, Nassau Airport and Class Delta Airspace.

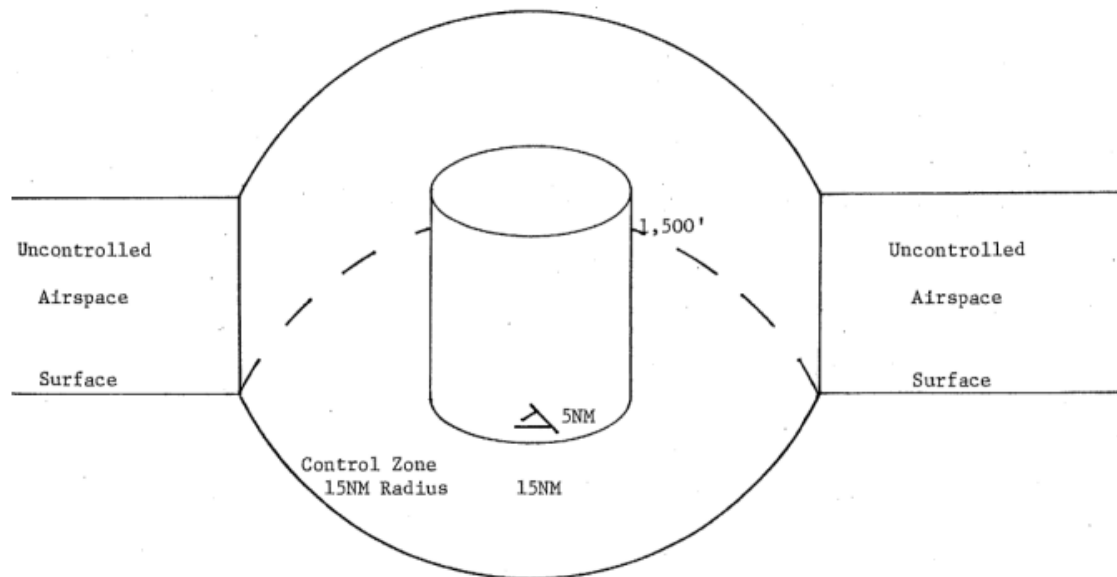
1-1-2: Distribution - Will be distributed by Nassau FIR training staff, and executive staff.

1-1-3: Cancellations - None.

1-1-4: Effective Date – January 1st, 2019

Section 2 General

1-2-1: Division of Airspace.



1. Nassau Terminal Control Area is designated as Class D airspace (as depicted above) and extends from 1500 ft MSL up to and including 12,000 ft MSL.
2. The Nassau CTA/FIR MYNA (Nassau) is Class E airspace unless otherwise designated. The airspace extends upward from 1200 ft above the surface.

Chapter 2 – Transfer of Position

Section 1 General

2-1-1: Transfer of Position Responsibility

The controller being relieved must be responsible for ensuring that any pertinent status information of which he/she is aware is relayed to the relieving controller.

PREVIEW THE POSITION

1. Observe position equipment, operational situation.
2. Listen to voice communications and observe other operational actions.
3. Observe current and pending aircraft traffic and correlate with flight information.
4. Indicate to the controller being relieved that the position has been previewed and that the verbal briefing may begin.

VERBAL BRIEFING

1. Brief current weather and other weather-related information.
2. Brief on traffic if applicable
3. Answer any questions asked

ASSUME CONTROL OF POSITION

1. Make a statement to indicate controller being relieved that position responsibility has been assumed. *I have control for MYNN_TWR, controller initials (assuming), Controller initials (new controller)*

REVIEW THE POSITION

1. Observe overall position operation to determine if assistance is needed.
2. Sign-off once relief process is complete.

AT THIS TIME RELIEVED CONTROLLER MAY LOG OFF

2-1-2: Position Identification - Controllers shall use the phrase “Nassau XXX...” for telephone/facility identification.

- Nassau Clearance
- Nassau Ground
- Nassau Tower
- Nassau Approach
- Nassau Departure

2-1-3: INTERCOM/COORDINATION FORMAT -

The controller must always use this format:

“[Facility being called], [your facility], [message]”.

2-1-4: Radio Frequency Assignments -

Voice server - rw.liveatc.net *Voice Channel - MYNN_XXX*

POSITION	FREQUENCY	LOGIN
Nassau ATIS	118.700	
Nassau Clearance	118.300	MYNN_DEL
Nassau Ground	121.700	MYNN_GND
Nassau Tower	119.500	MYNN_TWR
Nassau Approach	121.000	MYNN_APP

Chapter 3 - Control

Section 1 - Clearance Delivery (CD)

3-1-1: Position Responsibilities -

- A. Issue clearances or routing changes to individual aircraft, as required complying with preferred routings, letters of agreement, traffic management initiatives and/or weather avoidance.
- B. Beacon Code Assignment Plan
 - i. IFR/SVFR/Arrivals 4601:4677
- C. Flight Strip marking NOT REQUIRED. However, Delivery controller **SHALL PUSH** the flight strip of a cleared aircraft to next appropriate controller. In VRC ASEL, F6 Sector ID, ASEL. Example – AAL123, F6 NG (assuming GND online), ASEL (button)

3-1-2: VFR Departures -

- A. Create a flight progress strip for all aircraft requesting a VFR clearance out of the MYNN Control Area. This flight progress strip must include all known information.
 - i. Minimum VFR flight progress strip information
 - ii. Callsign or Tail Number.
 - iii. Aircraft Type (Equipment suffix optional).
 - iv. Direction of flight.
 - v. Beacon code.
- B. Issue initial VFR altitude at or below 1,500ft for PROPS, at or below 2,500 for JETS.
- C. The clearance Delivery Controller shall input "FF" in the scratchpad of a VFR aircraft with flight following. "NFF" shall be inputted by the controller if the aircraft does not want VFR flight following.
- D. VFR flights are **NOT AUTHORIZED** between Sunset-Sunrise (*do not deny service for VATSIM, ability to simulate if pilot agrees*)

3-1-3: IFR Departures -

- A. IFR Jets will be assigned initial altitude 4,000ft
 - a. IFR Clearance Example:
 - i. *"American 123, Nassau Clearance Delivery, cleared via the JAVIS2 departure Bahama Route 2-2 VICTOR, maintain 4,000, expect filed flight level ten minutes after departure. Departure frequency on 121 decimal 0, squawk 0201"*
 - b. If no SID is filed, then replace with "cleared via Bahama Route etc." and a full route clearance for all waypoints within the Miami ARTCC. Coordinate with KZMA_CTR for route approvals if online.
- B. RNAV departures are preferred (FREDY, INGRA, JAVIS). If not RNAV capable clear via appropriate departure fix and/or Bahama Route. Below is a list of departure fixes:
 - i. NICKO
 - ii. MAJUR
 - iii. SYDNY
 - iv. INGRA
 - v. JEDIK
 - vi. EXIGE

Section 2 - Ground (GND)

3-2-1: General -

- A. Station name/logon is as follows MYNN_GND unless stated otherwise under specified circumstances.
- B. Ground Controller must perform all the duties listed under section 2, and section 1 when Clearance Delivery is offline or unavailable.
- C. Follow Phraseology as example:
 - a. *"American 123, Nassau Ground, taxi runway 14 via H5, H"*
- D. Ensure flight strips received from Clearance and push flight strips to callsign currently responsible for tower, no track shall be started by Ground.

3-2-2: Ground movement -

- A. Aircraft Exiting runway shall be given immediate attention provided no Medevac, or Emergency aircraft are operating on the movement area.
- B. General Aviation/Prop aircraft are to be sequenced behind TurboProp/TurboJet aircraft if starting taxi within two minutes of each other. Issue all General Aviation aircraft a Runway Intersection for taxi if unable to sequence General Aviation/Prop behind TurboProp/TurboJet.
- C. Ensure Ground Movements operate in a way that ensures spacing between aircraft and allow arriving aircraft to vacate the runway when able.

3-2-3: Jurisdiction

- A. Ground Control has Jurisdiction over all aircraft on any movement area
- B. It is advised that aircraft taxiing on taxiways India, Juliet, Golf between runway 9/14, should be handed off to Tower Control when able.
- C. All aircraft shall be handed off to Tower no less than 30 seconds of reaching runway intersection for both runway crossings and departing aircraft.

3-2-4: Runway Crossings

- A. Aircraft requiring runway crossing shall be instructed to hold short, under ALL circumstances.
- B. Advise the Tower Controller that the aircraft requires a crossing, and request clearance to cross the aircraft across the specified runway.
- C. Once given clearance by Tower to cross the aircraft you may issue the crossing instruction to the aircraft.

Section 3 - Local Control

3-3-1: General

- A. Station name/logon is as follows MYNN_TWR unless stated otherwise under specified circumstances.
- B. Tower Controller must perform all duties listed under section 1 (when no DEL on), 2 (when no GND on), as well as section 3.
- C. Coordinate routing as needed.
- D. Coordinate Departing and Arrival aircraft with Approach as needed.
- E. Advise Ground/Clearance of any runway changes
- F. Ensure flight strips of arriving aircraft are pushed to ground when given frequency change, and to approach when departing.
- G. Ensure VFR aircraft in pattern do not hinder arrival/departure procedures.
 - a. VFR Pattern for RWY 14 – RIGHT TRAFFIC (to avoid city fly over)
- H. Ensure Spacing between all departing aircraft.
- I. Issue Appropriate landing, takeoff clearances.
- J. Ensure LAHSO Clearance is used when conducting simultaneous approaches for runway 9 and runway 14.
- K. Approve/Deny runway crossing requests from ground.

3-3-2: ATIS

- A. Tower Controller is responsible for ALL management of the Nassau ATIS information and or frequency, as well as all coordination regarding it.

3-3-3: RUNWAY SELECTION

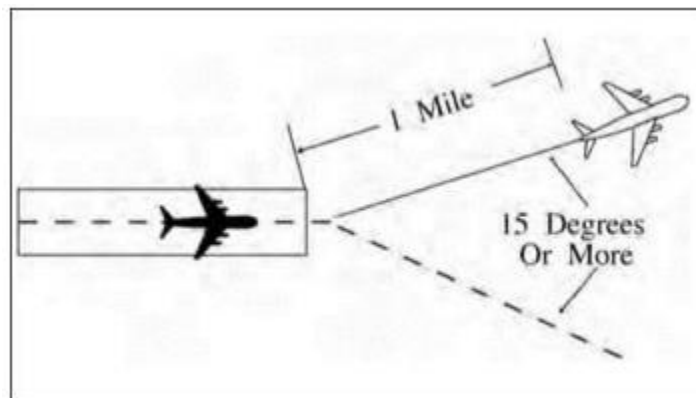
- A. If winds are under 5 knots from any direction Southeast Ops shall be used.
- B. If winds are over 6 knots from a direction of 045-200 Southeast Ops shall be used.
- C. If winds are over 6 knots from a direction 201-044 North/Northwest Ops shall be used.
- D. Runway Selection Configs -
 - a. South/East Ops -
 - i. DEP: RWY 14, RWY 9 (upon request)
 - ii. ARR: RWY 14, RWY 9 (upon request)
 - b. North/Northwest Ops -
 - i. DEP: RWY 32, RWY 27 (upon request)
 - ii. ARR: RWY 32, RWY 27 (upon request)

3-3-4: Airspace

- A. Responsible for all VFR aircraft within side the Nassau Class Delta at or below 1,500'
- B. IFR departures should be handed off when airborne

3-3-5: Departure Separation

- A. RNAV SID aircraft will fly as published off the runway.
 - a. Non RNAV Procedures
 - i. Runway Heading shall be issued
 - ii. Successive Departures shall be issued divergent headings of 15 Degrees or more. 1 Mile separation is required.



- B. Separate a departing aircraft from an arriving aircraft on final approach by a minimum of 2 miles if separation will increase to a minimum of 3 miles within 1 minute after takeoff. This is to ensure separation for possible missed approach/go around aircraft.
- C. Ensure clearances are given/issued using the minima ICAO wake turbulence separation for all departing aircraft.

3-3-6: Arrival Separation

- A. Ensure clearances are given/issued using the minima ICAO wake turbulence separation for all landing and departing aircraft.
- B. You can give a landing clearance when a takeoff clearance is given, however, multiple landing clearances are not allowed. You must say:
 - a. *<Callsign>, continue approach number 2*
- C. Aircraft on missed approach/go around shall be issued a 90 degree turn left/right of centerline, altitude 4,000ft. Once aircraft is established, clear of traffic, coordinate with departure/arrival and handoff.

- D. Ensure VFR aircraft in the pattern remain at safe distance from all other aircraft and do not cause conflicts with arriving/departing aircraft.

Section 4 – Terminal Arrival/Departure

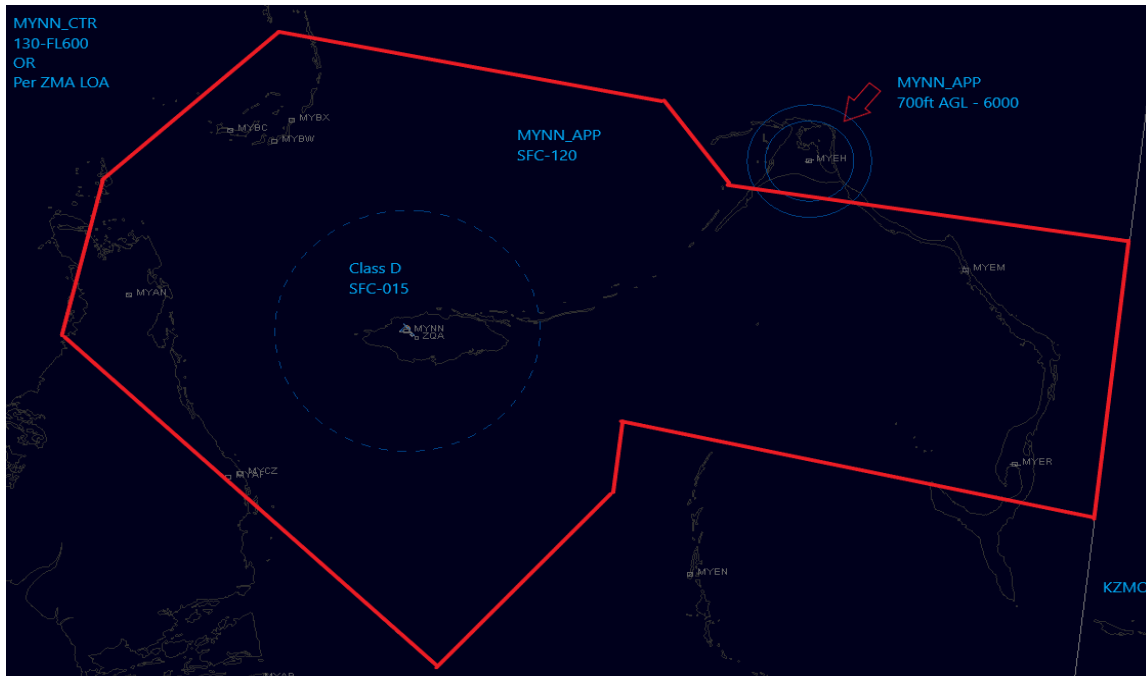
3-4-1: General

- A. Station log on as MYNN_APP unless stated otherwise
- B. Provide approach control service to aircraft arriving MYNN and satellites
- C. On initial contact, inform aircraft of the approach and landing runway to expect
- D. MVA in all areas is 1,500ft

3-4-2: Positions

POSITION	FREQUENCY	CALLSIGN
Nassau Approach	121.000	MYNN_APP
Nassau Approach Secondary	125.300	MYNN_S_APP

3-4-3: Airspace



3-4-4: Departure Radar

- A. Primary purpose to separate and sequence departure aircraft
- B. Share's airspace with Approach Radar (if online) or Nassau FIR (if online)
- C. Quick look (QL) function must be used in order to maintain separation from arrivals

3-4-5: Radar Mode / Quick Look Function

- A. ARTS Radar Mode shall be used by all Radar controllers in Nassau FIR
- B. Standardized radar functions as follows:
 - i. Climbing aircraft leveling at a standard altitude per SOP/LOA – no data block entry required. I.E Aircraft climbing out of MYNN initial climb is 4,000, nothing needed in data block
 - ii. Climbing aircraft leveling at an **INTERMEDIATE** altitude shall be entered in TEMP ALT (F8 Function)
 - iii. Descending aircraft CRUISE ALT must be changed to new assigned altitude (F5 Function)
- C. These procedures are **MANDATORY** as to ensure Quick Look functionality. This is to allow Departure radar to accurately vector/space out departing aircraft separating from arrival aircraft.