



**BOSTON ARTCC (vZBW)
STANDARD OPERATING PROCEDURE**

**ALBANY ATCT (KALB)
ALBANY APPROACH (ALB APP)**

<i>RELEASE RECORD</i>			
Version	Date	Author	Notes
1.0	24 April 2009		Initial Release
1.1	30 Jan 2015	BN	Match ALB5 DP, added scratchpad entries, changed towers airspace

CHAPTER 1. OVERVIEW

- a. This document outlines the air traffic control procedures and responsibilities for controllers working positions at ALB ATCT and/or ALB TRACON.

(1) Quick Reference Sheets		pp. 2
(2) Chapters 2-4	Tower Operating Procedures	pp. 3-8
(3) Chapter 5-6	Radar Operating Procedures	pp. 9-11
(4) Chapter 7	Interfacility Coordination	pp. 12-14
(5) Chapter 8	Appendices	pp. 15-17

b. Callsign Usage and Frequency Delegation:

- (1) The following callsigns and frequencies shall be used when working positions at ALB ATCT or ALB TRACON.

I. ALB_DEL	Clearance Delivery (CD)	127.50	<i>(Chapter 2)</i>
II. ALB_GND	Ground Control (GC)	121.70	<i>(Chapter 3)</i>
III. ALB_TWR	Local Control (LC)	119.50	<i>(Chapter 4)</i>
IV. ALB_(E)_APP	East Radar (EF)	132.82	<i>(Chapter 5)</i>
V. ALB_W_APP	West Radar (WF)	118.05	<i>(Chapter 5)</i>
VI. ALB_ATIS	ATIS freq	120.45	

Quick Reference Sheets

ALB_DEL (127.50)

Initial Altitude IFR Aircraft: 4000 feet

Departure Procedures: ALBANY DP, radar vectors to (FIX) or

Departures to BOS: V2 GDM V431 REVER @ 6000-17000 or TEC

ALB_GND (121.70)

Taxi Routes: Due to the simple taxiway system, there are no preferred taxi routes.

Intersection Departures: Coordinate all intersection departures with Tower prior to transferring communications to Tower.

ALB_TWR (119.50)

Airspace: 5 NM from Albany Airport from surface to 3,000 feet.

Calm Wind: Runway 1 is active when the winds are calm.

Departure Headings: All fixed wing aircraft shall be issued Runway heading or per the DP unless a split is in operation, then the following headings shall be assigned:

Rwy:	Departures:	Missed Approach	
1	040° (East) / 340° or Rwy Hdg (West)	Runway Heading	3,000 feet
19	160 (East)° / 220° or Rwy Hdg (West)	Runway Heading	3,000 feet
28	250° / 310° / Rwy Hdg (Any)	Runway Heading	3,000 feet
10	Rwy Hdg (All)	Runway Heading	3,000 feet

ALB_APP (132.82/118.05)

V487 CANAN	11,000 and below	Expect handoff at boundary
CAM	11,000 and below	Expect handoff at boundary
V270 CTR/V146	11,000 and below	Expect handoff at CTR
V130	11,000 and below	Expect handoff at STELA
From the West	11,000 and below	Expect handoff at boundary

	ILS Frequency/Course	Final Approach Fix/altitude
ALB ILS 01	109.50 – 011°	FLEIG @ 1,900
ALB ILS 19	109.50 – 191°	HAUKY @ 1,600

CHAPTER 2. CLEARANCE DELIVERY

a. Frequency

- (1) Clearance Delivery will use frequency 127.500.
- (2) The voice channel will be: **ALB_127.500**.

b. Altitude Assignments.

- (1) Assign all IFR departures 4,000 feet, or lower requested altitude.
- (2) Assign all VFR departures requesting 2,500 feet, or lower requested altitude at or below 2,500 feet.
- (3) Assign all VFR departures requesting 4,000ft, or higher requested altitude 4,000 feet.
- (4) Assign all VFR departures not requesting radar service at or below 2,000 feet
- (5) Aircraft shall expect requested altitude ten (10) minutes after departure.

c. VFR Aircraft.

- (1) VFR aircraft requesting radar services shall be assigned the appropriate altitude, departure frequency, and discrete squawk code.
 - (a) *“Maintain VFR at or below 2,500 until advised. Departure frequency 132.82, squawk 5421.”*
- (2) If a VFR aircraft has specifically declined radar services, do not assign a discrete squawk code. However, still assign the appropriate initial altitude.
 - (a) *“Maintain VFR at or below 2,000 until advised.”*
- (3) SVFR
 - (a) All Special VFR (SVFR) departures shall be instructed to maintain SVFR at or below 2,000 feet.

d. IFR Aircraft.

(1) Clear IFR aircraft via the appropriate preferred routing.

(a) If an aircraft is unable to accept a preferred route, coordinate with the appropriate ZBW controller(s) to determine an acceptable route.

(2) The **ALBANY DP** is the primary Departure Procedure from ALB. This departure procedure shall be assigned by Clearance Delivery to all aircraft; however it shall not be inserted into the Flight Plan.

(a) *“Cleared to (destination) via the ALBANY (#) Departure, radar vectors (first fix), then as filed.”*

(3) Departures to KBOS (Boston Logan International) and A90

(a) All aircraft shall be routed via V2 GDM V431 REVER between 6,000 - 17,000 feet (inclusive) or a TEC altitude.

CHAPTER 3. GROUND CONTROL

a. Frequency

(1) Ground Control will use frequency 121.700.

(2) The voice channel will be: **ALB_121.700**.

b. Ground Control is responsible for the movement of aircraft on all airport movement areas, excluding any active runway(s).

c. Ramp Areas.

(1) There are many different ramp locations located on different parts of the airport - military ramps, General Aviation ramps, Cargo ramps, and Terminals. Ensure that you know where an arrival is taxiing to before issuing taxi instructions to reduce the possibility of a runway incursion.

d. Taxiway and Run-up Restrictions.

(1) When a second runway is in use, as much as possible, assign departure runways consistent with direction of flight to avoid crossing traffic.

(2) When a second runway is in use, ensure that all aircraft read back hold short instructions and that a transfer control point has been established.

(3) Direct aircraft requesting engine run-ups to the holding pads of each runway.

e. Intersection departures.

(1) Coordinate all intersection departures with Local Control and provide intersection departure aircraft with available takeoff distance from the assigned intersection.

CHAPTER 4. LOCAL CONTROL

a. Frequency

- (1) Local Control will use frequency 119.500.
- (2) The voice channel will be: **ALB_119.500**.

b. Local Control is authorized to provide services within the area extending 5 nautical miles (NM) from the Albany Airport, upwards from the surface to 2,000 feet, and on all active runways. These services include:

- (1) Separation between successive departures.
- (2) Separation between successive arrivals.
- (3) Separation between arrivals and departures.
- (4) Separation between overflights and other aircraft.
- (5) Utilization of visual separation as appropriate.

c. Runway selection.

- (1) When the wind is calm the active runway is 1. At all other times, use the runway most aligned with the wind.
- (2) A second runway may be used at the discretion of the Local controller.
- (3) All advertised runways may be used for arrivals and departures without further coordination with radar.

d. Runway Changes.

- (1) Coordinate with all affected ALB positions when weather forces a runway change to determine the optimal runway(s) to open.
- (2) When one currently active runway will remain open after the change, minimize delay to traffic by using that runway exclusively while the runway change is in progress.

e. Departures.**(1) Releases**

- (a) All IFR aircraft that will land within ALB airspace require a release from Radar before issuance of takeoff clearance. All others do not require a release.
- (b) Releases may be accomplished by verbal or textual coordination (“N213PD runway 1 to Glen Falls. Released, RE. DM”).
- (c) Releases are valid for a period of three (3) minutes.

(2) Departure Headings

- (a) LC shall assign all fixed wing departures Runway Heading, per the ALBANY DP or if a TRACON split is active a heading will be provided, dependant on direction of flight to depart the aircraft into the appropriate TRACON sector. Assigned headings need not be coordinated with Radar.

Runway	Corridor
01	040° (EF) / Rwy Hdg or 340° (WF)
19	160° (EF) / Rwy Hdg or 220° (WF)
28	Rwy Hdg or 250° or 310° (WF)
10	Rwy Hdg (ALL)

[NOTE: All aircraft requesting Flight Levels will be vectored to the ALB340R 25DME fix for separation with aircraft on descent to N90. Apply a tower assigned heading in relation to this fix rather than the first waypoint on the flight strip]

- (b) The limits of the departure corridor are also displayed on the video map, depicted by two “|” symbols at each limit of the corridor.
- (c) LC may also assign optional headings within the corridor if no TRACON split is active. These headings should be consistent with the route of flight and must also be consistent with headings issued if a split were active.
- (d) VFR traffic that will receive radar service shall be assigned a heading in this range unless their on-course heading falls within the departure corridor, in which case the VFR may be cleared on course. VFR traffic that will not receive radar services may be cleared on course once clear of the Class Charlie airspace.

f. Arrival procedures.

(1) All aircraft executing an unintentional missed approach shall be assigned to fly the runway heading and to climb and maintain 3,000 feet.

(a) Coordinate with the appropriate Radar sector and hand off the aircraft as soon as possible.

(b) Automatic releases are cancelled until otherwise advised by the Radar controller.

(2) Practice Approaches

(a) Aircraft executing practice approaches shall be handed off to Radar no later than the missed approach point.

(b) Coordinate with the appropriate Radar sector to determine missed approach instructions to be issued to an aircraft conducting practice approaches.

(c) If no instructions are received before the aircraft reaches the missed approach point, handle the aircraft as an unintentional missed approach and coordinate with Radar.

g. Traffic patterns.

(1) Generally, aircraft remaining in the pattern should not be assigned a discrete squawk code. This prevents Radar from mistakenly tracking the target, and prevents Conflict Alerts from going off.

CHAPTER 5. RADAR SECTORS

EAST RADAR (EF) / WEST RADAR (WF) (ALB_(E)_APP [132.820] / ALB_W_APP [118.050])

a. Frequency

- (1) East Radar is the primary sector when no split is active.
- (2) East Radar will use frequency 132.820.
- (3) The voice channel will be: **ALB_132.820**.
- (4) West Radar will use frequency 118.050
- (5) The voice channel will be: **ALB_118.050**

b. Airspace.

- (1) East Radar is responsible for all ALB airspace with the exception of West Radar airspace (when active). *Ref. Appendix 1.*
- (2) ALB TRACON has jurisdiction over aircraft within its airspace from the surface to 10,000 feet unless otherwise depicted or specified. *Ref. Appendix 2.*

c. Departures.

- (1) All IFR departures from ALB will be assigned a heading within the departure corridor and climbing to 4,000 feet.
- (2) Departing aircraft shall be cleared on to their filed routing as soon as practicable.
- (3) When appropriate, climb departing aircraft to 10,000 feet or lower assigned altitude.
- (4) Initiate an automated handoff to the appropriate ZBW sector upon the departure being cleared on course and ensured free of traffic conflicts.
- (5) Issue transfer of radio communications to the appropriate ZBW sector upon passing 4,000-7,000 feet or within 10NM of the airspace boundary, as appropriate

- (6) Traffic permitting, the departure controller shall clear VFR aircraft to proceed on course and/or climb to their requested altitude
 - (a) *“Proceed on course, climb to requested VFR altitude”*

d. Arrivals.

- (1) When a split is active, both controllers shall co-ordinate which position shall work final vectors to Runways 1/19 and the transfer control point for Final vectors. West Radar defaults to this position unless otherwise coordinated.
- (2) Handoffs of ALB arrivals to the final controller should be initiated as soon as practical after a runway has been assigned. This gives Final more awareness of the location and volume of arrival traffic.
- (3) Do not take any action to establish approach sequence at ALB without coordination with Final. For example, do not instruct an ALB arrival to join the localizer for an active runway without coordination with Final.
- (4) Aircraft assigned other than the active runway(s) or other than the primary approach (ILS) may have this information displayed in their Scratch Pad prior to handing off to Final.

e. Intrafacility Coordination.

- (1) Traffic landing ALB should be handed to Final at or below 5,000. During periods of heavy traffic, arrivals should also be assigned 210 knots or less, or as directed by Final.
- (2) Final has control (on contact) for turns up to 90°, descent, and speed reduction on all traffic landing ALB.
- (3) Transfer communications of ALB arrivals to Final as soon as practical to allow them to be fit into the traffic flow. Do not retain an ALB arrival on frequency when no longer required.
- (4) Coordinate with Final to determine how missed approaches will reenter Final airspace.

f. Approaches to Intersecting Runways.

- (1) When approaches are being conducted to intersecting runways (Runway 1/19 and Runway 10/28), ensure that the following is met:
- (a) Arrivals shall be staggered so that if both aircraft executed a go-around, the trailing aircraft would be at least 1NM from the runway threshold when the leading aircraft is directly over the intersection of the two runways.
 - (b) Ensure that aircraft are transferred to the Local Control frequency prior to reaching a point 5 miles from Albany Airport.
 - (c) Assuming a no-wind condition and equal ground speeds, attempt to establish the trailing aircraft at a point 2 miles further from the airport than the leading aircraft. Be sure to take into account the winds aloft when assigning final approach speeds and spacing.

g. LAHSO operations.

- (1) LAHSO operations are authorized on the following Runways:

- (a) Rwy 01: Hold Short 10/28. Distance available 4150 feet.
- (b) Rwy 28: Hold Short 01/19. Distance available 3750 feet.

- (2) Co-ordinate all LAHSO operations with LC.

h. Scratchpad entries.

- (1) ALB TRACON or ALB ATCT/SCH ATCT shall assign the following scratchpad entries using the following letters:

Space 1

I: ILS
C: Contact
G: GPS
L: Localizer
N: NDB
V: Visual
SFR: SVFR

Space 2

C: Circle*
L: Low Approach
O: Option
T: Touch and Go
FS: Full Stop

Space 3

A: Alternate M/A
F: Full Stop
H: Standard Heading
P: Published M/A
Z: To Tower (Pattern)

* - Aircraft circling to other than the primary runway in use shall be coordinated with SCH Tower.

For example: An aircraft landing Albany assigned the Visual Approach shall be assigned 'VFS' in the scratchpad.

CHAPTER 7. INTERFACILITY COORDINATION

ALB ATCT and Y90 TRACON

a. Y90 and ALB shall:

- (1) Route traffic via any appropriate preferred route. Altitudes assigned shall be appropriate for direction flight.
- (2) Consistent with the flightplan route, traffic may be cleared direct to the first NAVAID within the receiving facilities airspace without prior coordination.
- (3) ALB shall have control for turns and descents west of V93 for approaches to the Pittsfield (PSF) airport, received from BDL.
- (4) VFR aircraft may be handed off automatically without the need for prior coordination.
- (5) Both ALB and Y90 shall have control for 30 degree turns "on contact" except for aircraft covered in section (2) above.

ALB TRACON and (SYR) TRACON

a. RME and ALB shall:

- (1) Route traffic via any appropriate preferred route. Altitudes assigned shall be appropriate for direction flight.
- (2) Aircraft at or above 5000 feet routing via UCA, SYR, ALB or landing at KSCH may be cleared direct UCA, SYR and ALB without further coordination. For aircraft destined to KSCH, GPS/RNAV equipped aircraft may be cleared direct KSCH.
- (3) The receiving controller shall have control for descent and/or turns no greater than 45 degrees for aircraft landing within their airspace, on contact.

- (4) VFR aircraft may be handed off automatically without the need for verbal coordination.

ALB TRACON and N90 TRACON

a. ALB to N90.

- (1) Traffic landing EWR shall be routed via V213 CRANK between 11,000 and 17,000 feet
- (2) Non-Jet Traffic landing EWR may be routed via V489 COATE between 7,000 and 17,000 feet
- (3) Traffic capable of 250kts or greater landing LGA shall be routed via IGN V157 HAARP between 11,000 and 17,000 feet.
- (4) Traffic at less than 250kts landing LGA shall be routed via V123 between 7,000 and 17,000 feet.
- (5) Turbojet traffic landing JFK shall be routed IGN IGN[STAR] at or above the lowest usable flight level.
- (6) Non-jet traffic landing JFK shall be routed via V44 DPK between 6,000 and 17,000 feet.
- (7) All traffic shall be routed via preferred TEC routes as much as practical.
- (8) VFR aircraft may be handed off automatically without the need for verbal coordination.

b. N90 to ALB.

- (1) Traffic entering ALB with a destination of KALB shall be routed via V157 ATHOS at or below 5,000 feet.
- (2) During times of traffic congestion traffic overflying ALB may be routed PWL PWL021R HIDAL V487 CANAN at or below 5,000 feet.
- (3) All traffic shall be routed via preferred TEC routes as much as practical.
- (4) VFR aircraft may be handed off automatically without the need for verbal coordination.

ZBW ARTCC and ALB TRACON**a. ZBW to ALB.**

- (1) Traffic routed to KALB or KSCH shall cross 30NM from the ALB VORTAC at 11,000 feet.
- (2) Traffic routed to any other airport within ALB ATCT shall be manually coordinated.
- (3) VFR aircraft may be handed off automatically without the need for manual coordination.
- (4) Traffic may be cleared direct to the ALB VORTAC
- (5) ALB ATCT has control for turns up to 45 degrees inside the lateral boundaries of its airspace.
- (6) ALB ATCT has control for descent on aircraft landing KGFL when the aircraft is within 10NM of the boundary.

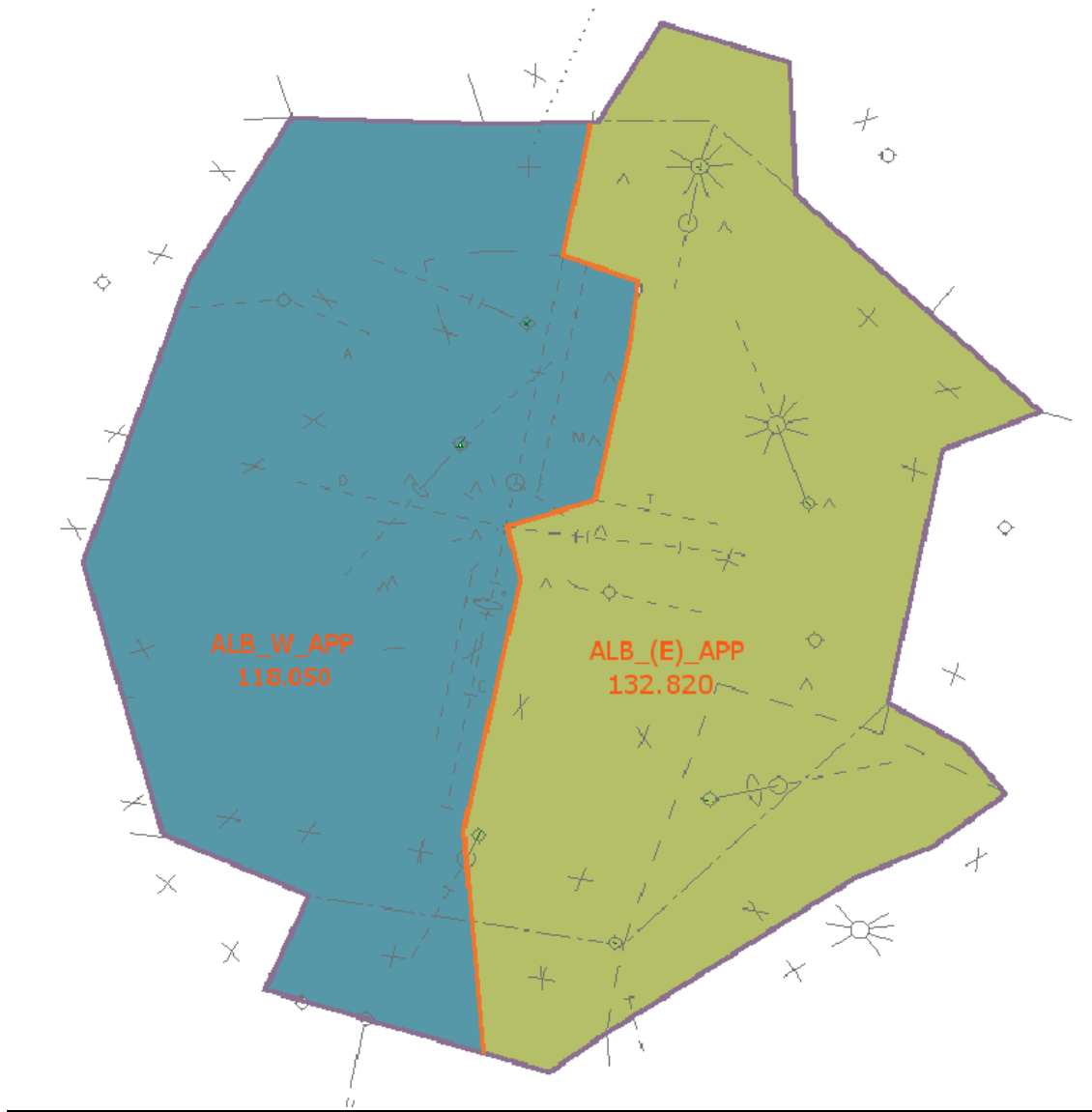
b. ALB to ZBW.

- (1) ALB shall clear all departures on course and issue a climb to 10,000 or lower cruise altitude before transferring communications to ZBW.
- (2) ALB shall ensure that aircraft on the same route are handed off to Center with no less than 10 NM "in-trail" constant spacing or at least 5 NM and increasing.
- (3) ALB shall vector all aircraft requesting Flight Levels to the vicinity of the ALB343R 25DME fix to allow time for climb. This ensures separation with aircraft descending into N90 airspace
- (4) Advise all aircraft issued an interim altitude to expect their cruise altitude 10 minutes after departure.
- (5) ZBW has control for turns of up to 45 degrees above 4,000 feet, on contact.

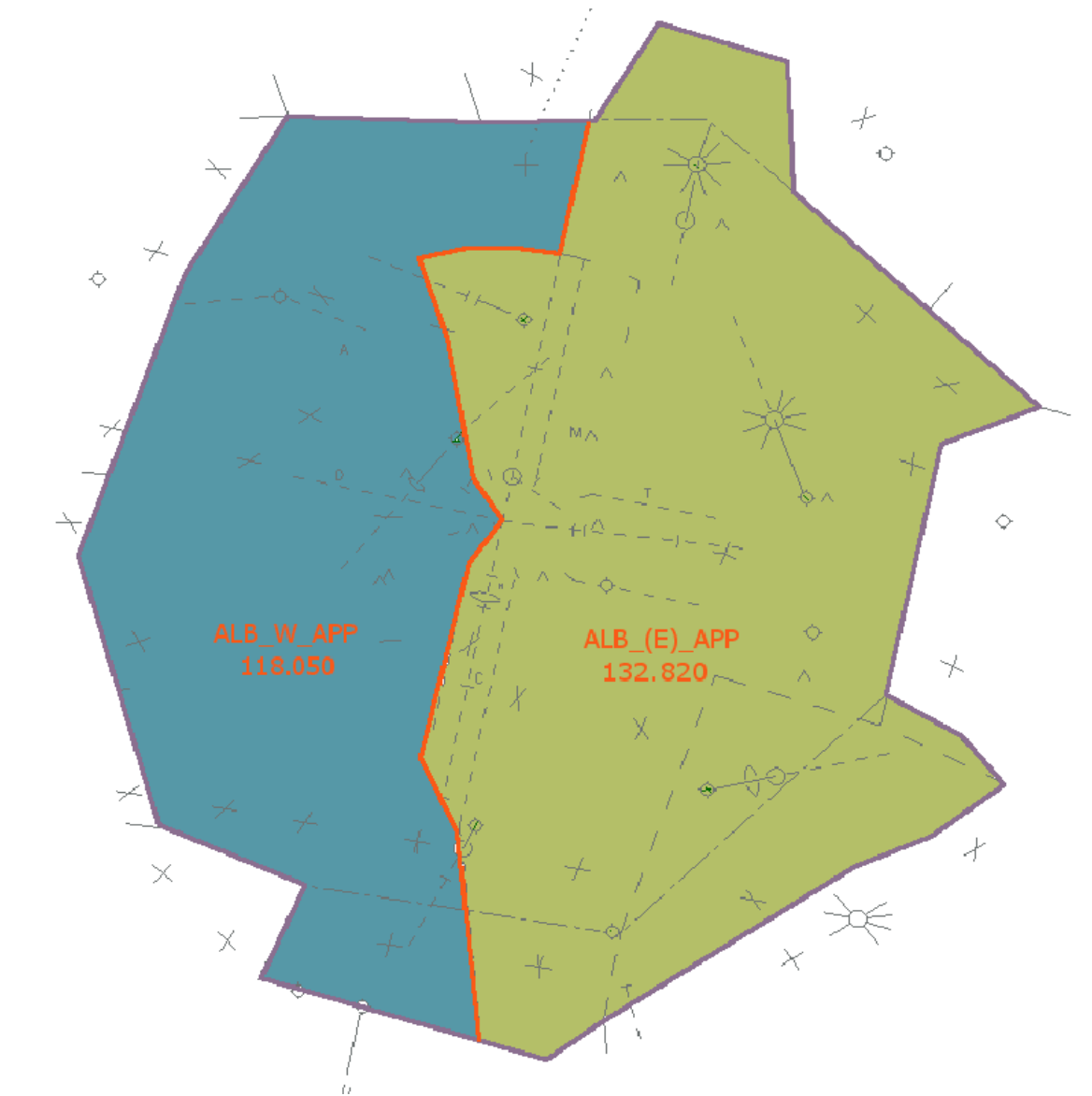
CHAPTER 8. APPENDICIES

APPENDIX 1. TRACON AIRSPACE

When running West Radar as Final 1/19



When running East Radar as Final 1/19



APPENDIX 2. ADJACENT FACILITIES

