



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

**SYRACUSE ATCT (KSYR)
SYRACUSE APPROACH (SYR APP)**

RELEASE RECORD

Version	Date	Author	Notes
1.0	24 Feb 2015	BN	Initial Release

Overview

1.1 Description

1.1.1 This document outlines the air traffic control procedures and responsibilities for controllers working positions at KSYR ATCT and/or the SYR TRACON.

1.2 Callsign Usage and Frequency Delegation

Position Callsign	Sector/Position Name	Frequency	Vox Channel	Note(s)
SYR_DEL		125.050	SYR_125.050	
SYR_GND		118.850	SYR_118.850	
SYR_TWR		120.300	SYR_120.300	
KSYR_ATIS		124.220		
SYR_APP		134.270	SYR_134.270	1
SYR_N_APP	Syracuse Radar	134.270	SYR_134.270	2
SYR_S_APP	Georgetown Radar	126.120	SYR_126.120	2

Notes:

1. To be used when positions are combined
2. Rarely used except for (large/major) events

1.3 Runway Configurations

- 1.3.1 In order to insure the highest degree of safety, operational limitations have been established by the FAA for managing runway use programs at KSYR. When any of the following conditions exist, runway selection will be made in accordance with the requirements in FAA Handbook 7110.65 unless otherwise requested by the pilot:
- 1.3.1.1 **Wind Shear Or Thunderstorms.** There should be no significant wind shear or convective activity which affects the use of the selected runway(s) such as pilot reports of LLWS alerts indicating wind shear or thunderstorms on the initial departure path or final approach course (within five NM) of the selected runway.
 - 1.3.1.2 **Visibility.** The reported visibility for the landing runway is less than one (1) statute mile (RVR 5,000')
 - 1.3.1.3 **Runway Conditions.** There should be no snow, slush, ice, or standing water (other than isolated patches which do not impact braking effectiveness) on the runway to be used.
 - 1.3.1.4 **Winds.** When the runways are bare and dry, the maximum crosswind component is 20 knots and maximum tailwind component 5 knots. When the runways are not bare or not dry the maximum crosswind component is 15 knots and maximum tailwind component 3 knots. Calm wind conditions are considered in effect when the wind is 5 knots or less.
- 1.3.2 When the operational and safety criteria described above are satisfied, Runway 10 is the preferred runway for takeoff and Runway 28 is the preferred runway for landing. Since the noise generated by takeoffs is considerably greater than that generated by landings, the noise abatement operating configuration should be determined by the takeoff runway. This in no way implies that the FAA should attempt to conduct continual "opposite direction" operations. If traffic or operating conditions do not permit the use of opposite direction operations, then general runway use should be applied.
- 1.3.3 Takeoffs on Runway 33 and arrivals on Runway 15 should be avoided, if possible.

1.4 ATIS

- 1.4.1 The Local Controller establishes the ATIS (Automated Terminal Information System) for the tower cab positions. Clearance Delivery and/or Ground controllers shall either set their Controller Info to match the Local controller's ATIS, or simply refer to the ATIS. Referring to the ATIS provides the benefit that controllers do not need to keep their ATIS code updated.
- 1.4.2 Use ATISMaker in conjunction with one of the following templates to set the Controller Info:
- %icao% information %id% available on 124.220*
- Or
- %icao% ATIS available on 124.220*
- 1.4.3 The Local controller may, at his discretion, delegate the recording of the ATIS to Ground or Clearance Delivery. However, neither Ground nor Clearance Delivery is authorized to record/publish an ATIS without the presence and delegation from a controller providing Local service.

2.0 Clearance Delivery

2.1 Clearing IFR Aircraft

2.1.1 IFR aircraft shall be cleared out of Syracuse Airspace via routes and altitudes as described in this Standard Operating Procedure, Letters of Agreement with adjacent facilities, and published Departure Procedures.

2.1.1.1 If an aircraft is unable to accept a preferred route, provide clearance via the correct departure gate, then as filed, and coordinate with any affected sector(s).

2.1.2 There is no published DP or departure gates available.

“Cleared to (destination) via radar vectors (first fix), then as filed”

2.1.3 IFR departures shall be assigned an initial altitude of **4,000** feet. Departures shall expect their final cruise altitude ten (10) minutes after departure.

2.1.4 Departures to KBOS (Boston Logan Intl)

2.1.4.1 **Jet** departures shall be cleared via SYR V14 ALB TRUIZ QUABN(#) intersection at or below FL240.

2.1.4.2 **Prop** departures shall be cleared via SYR V483 SHERB V14 ALB GDM V431 REVER arrival at or below 17,000 feet.

2.2 Clearing VFR Aircraft

2.2.1 VFR departures shall be given the appropriate departure frequency, and assigned a discrete squawk code

2.2.2 “Departure frequency 134.27, squawk 5541”

3.0 Ground Control

3.1 Introduction

- 3.1.1 Ground Control's job is to monitor and control general surveillance of the airport movement area, and also aids the Local controller in scanning the active runways. If the Clearance Delivery position is not staffed, GND issues IFR and VFR clearances. Ground Control also coordinates with TOWER to receive aircraft exiting active runways and to handoff departures for takeoff clearance.

3.2 Taxiing Aircraft

- 3.2.1 Due to the simple taxiway system, there are no preferred taxi routes.

Note: Ground Control does **NOT** have control/jurisdiction of movement in while they are in the general aviation, national guard, or terminal ramp areas.

3.3 Coordinating With Local

- 3.3.1 A ground controller must maintain clear communication with the Local controller to ensure safe operation. This communication shall be used to coordinate (but not limited to) the following:
 - 3.3.1.1 Blanket clearances to cross runways
 - 3.3.1.2 Point of handoff: Location where outbound taxiing aircraft shall be handed off to the tower controller (either moving or holding short of a runway or taxiway). The Transfer of Control Point (TCP) between Tower and Ground is the terminal side of the closest active runway unless otherwise stated by the tower controller.
 - 3.3.1.3 VFR closed traffic requests
 - 3.3.1.4 Intersection departures
 - 3.3.1.5 Other unusual requests

4.0 Tower (Local) Control

4.1 *Airspace*

- 4.1.1 Syracuse Tower is authorized to provide service within the area extending 5NM from the SYR Airport and from the surface upwards to 2,000 feet.

4.2 *Releases*

- 4.2.1 Blanket releases are authorized for all aircraft departing on the currently published configuration. Aircraft departing on the currently published configuration do not require a release from Departure.
- 4.2.2 All releases are immediately suspended in the event of an unanticipated missed approach. Local must coordinate with Departure to resume releases (blanket and individual).

4.3 *Runway Selection/Changes*

- 4.3.1 In order to insure the highest degree of safety, operational limitations have been established by the FAA for managing runway use programs at KSYR. When any of the following conditions exist, runway selection will be made in accordance with the requirements in FAA Handbook 7110.65 unless otherwise requested by the pilot:
 - 4.3.1.1 **Wind Shear Or Thunderstorms.** There should be no significant wind shear or convective activity which affects the use of the selected runway(s) such as pilot reports of LLWS alerts indicating wind shear or thunderstorms on the initial departure path or final approach course (within five NM) of the selected runway.
 - 4.3.1.2 **Visibility.** The reported visibility for the landing runway is less than one (1) statute mile (RVR 5,000')
 - 4.3.1.3 **Runway Conditions.** There should be no snow, slush, ice, or standing water (other than isolated patches which do not impact braking effectiveness) on the runway to be used.
 - 4.3.1.4 **Winds.** When the runways are bare and dry, the maximum crosswind component is 20 knots and maximum tailwind component 5 knots. When the runways are not bare or not dry the maximum crosswind component is 15 knots and maximum tailwind component 3 knots. Calm wind conditions are considered in effect when the wind is 5 knots or less.
- 4.3.2 When the operational and safety criteria described above are satisfied, Runway 10 is the preferred runway for takeoff and Runway 28 is the preferred runway for landing. Since the noise generated by takeoffs is considerably greater than that generated by landings, the noise abatement operating configuration should be determined by the takeoff runway. This in no way implies that the FAA should attempt to conduct continual "opposite direction" operations. If traffic or operating conditions do not permit the use of opposite direction operations, then general runway use should be applied.
- 4.3.3 Takeoffs on Runway 33 and arrivals on Runway 15 should be avoided, if possible.

4.4 *Departure Headings*

- 4.4.1 Local control shall assign runway heading unless otherwise coordinated with APP/DEP.

4.5 *Intersection Departures*

- 4.5.1 Intersections departures can be an effective tool to sequence departing aircraft. Commuter and propeller aircraft commonly use this operation.
 - 4.5.1.1 The Local controller shall inform any traffic holding in position full length of any aircraft departing from an intersection of that runway.
 - 4.5.1.2 Intersection departures may be conducted at any runway/taxiway intersection.

4.6 *Missed Approach Procedures*

- 4.6.1 Missed Approach Procedures are published on Instrument Approach Procedures (IAPs). However, the Local controller may also issue alternate instructions to aircraft executing a missed approach.
- 4.6.2 At KSYR, alternate missed approach instructions of maintain runway heading, climb and maintain 3000 are standard, not the published missed approach.
- 4.6.3 No departures may be released after an aircraft executes a missed approach until the Departure controller advises that departures may be released.
- 4.6.4 If both Departure and Approach control are online, the aircraft conducting the missed approach shall be handed off to Departure control.
- 4.6.5 For aircraft conducting multiple practice approaches, the local controller shall coordinate with the appropriate APP/DEP sector(s) to determine missed approach instructions.

4.7 VFR Operations

4.7.1 The Local controller shall separate all VFR aircraft from other VFR and IFR aircraft. This shall be done using visual procedures, unless the Local controller is already radar certified.

4.7.2 VFR Aircraft Remaining in the Pattern

4.7.2.1 The Local controller shall issue traffic advisories to arriving or departing aircraft that may fly in close proximity to pattern aircraft. Pattern aircraft shall also be issued a traffic advisory of arriving and departing traffic.

4.7.2.2 The Local controller may issue various separation techniques including, but not limited to, the following maneuvers:

- 360 degree turn
- 270 degree turn
- Extended downwind
- S-turns on final approach (Use caution on 04L/R and 22L/R when both runways are active)
- Short approach

4.7.2.3 [Further Information/Tutorial](#) regarding VFR traffic inside Class C airspace

4.8 Helicopter Operations

4.8.1 Helicopter Operations shall be conducted in accordance with [7110.65 3-11](#).

5.0 Syracuse Approach Radar Control

5.1 Airspace

5.1.1 SYR APP Airspace extends upwards to 10,000 feet except as defined in any LOA.

5.2 Departure Control

5.2.1 Control for climbs and turns on contact

5.2.2 Departing aircraft to be cleared on filed routing with compliance to NA procedures.

5.2.3 When appropriate, clear aircraft to climb to 10,000 feet or lower assigned alt.

5.2.4 Initiate automated handoff to appropriate ZBW sector when departing aircraft is cleared on course and ensured free of any potential traffic conflicts.

5.2.5 Issue transfer of radio communications to appropriate ZBW sector upon passing 6,000-7,000 feet or within 10NM of APP/CTR boundary, as appropriate.

6.0 Interfacility Coordination

6.1 *SYR APP and ALB*

6.1.1 SYR Shall:

- 6.1.1.1 Clear aircraft bound for ALB via SYR VESPE V14 ALB at or below 10,000.
- 6.1.1.2 Have all traffic entering ALB cross the ALB/SYR border at or below 10,000.
- 6.1.1.3 Have traffic cleared direct to the first fix in ALB airspace.

6.1.2 ALB Shall:

- 6.1.2.1 Have all traffic entering SYR cross the ALB/SYR border at or below 10,000.
- 6.1.2.2 Have traffic cleared direct to the first fix in SYR airspace.

6.1.3 Control for Turns:

- 6.1.3.1 Both SYR and ALB shall have control for descent (not below 5,000) and 30 degree turns either side of track "on contact."

6.2 *SYR APP and ZBW*

6.2.1 SYR Shall:

- 6.2.1.1 Clear all departures on course and issue a climb to 10,000 before transferring communications to ZBW.
- 6.2.1.2 Ensure that aircraft on the same route are handed off to Center with no less than 10 NM "in-trail" spacing.

6.2.2 ZBW Shall:

- 6.2.2.1 Handoff aircraft no less than 10NM from the lateral boundary with clearance to descend to an altitude at or below 11,000.
- 6.2.2.2 Traffic landing other SYR APP airports shall be routed through the arrival gate via radar vectors or own navigation descending to 11,000.

6.3 *SYR APP and ZOB*

6.3.1 SYR Shall

- 6.3.1.1 Clear aircraft bound for ROC via SYR V483 DINES BUF at or below 11,000 feet.
- 6.3.1.2 Clear aircraft bound for BUF via DIRECT at or below 16,000 feet.

6.3.2 ZOB Shall

- 6.3.2.1 Handoff aircraft bound for SYR within 10nm of the lateral boundary at 11000 and 250kts or the lower filed altitude.
- 6.3.2.2 Traffic landing other SYR APP airports shall be routed through the arrival gate via radar vectors or own navigation descending to 11,000.

6.4 *SYR APP and ZNY*

6.4.1 SYR Shall

6.4.1.1 Clear aircraft via routes and altitudes as described in the ZBW/ZNY Letter of Agreement.

6.4.2 ZNY Shall

6.4.2.1 Clear aircraft via routes and altitudes as described in the ZBW/ZNY Letter of Agreement.

6.4.2.2 Handoff aircraft bound for SYR within 10nm of the lateral boundary at 11000 and 250kts or the lower filed altitude.

6.4.2.3 Traffic landing other SYR APP airports shall be routed through the arrival gate via radar vectors or own navigation descending to 11,000.