Midwest
AIR TRAFFIC CONTROL

BBG FCT ORDER 7110.65

Standard Operating Procedure

January 23, 2012

Distribution: ***BBG FCT*** ***Midwest ATC Service, Inc. Corporate Office*** ***FAA Directives Repository***	***Initiated By:*** ***BBG FCT***

FACILITY STANDARD OPERATING PROCEDURE

Foreword

This order prescribes Standard Operating Procedures required for use by personnel providing air traffic control services at BBG FCT. These procedures are in addition to those required by other FAA Directives. All control tower personnel shall be familiar with the provisions of this Order and apply them when performing their operational duties and responsibilities.

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Branson FCT (BBG)

BBG FCT Standard Operating Procedure

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Part 1. BASIC

Chapter 1. General

Section 1. Introduction

1-1-1. PURPOSE

This order prescribes Standard Operating Procedures required for use by personnel providing air traffic control services at BBG FCT. These procedures are in addition to those required by other FAA Directives. All control tower personnel shall be familiar with the provisions of this Order and apply them when performing their operational duties and responsibilities.

1-1-2. DISTRIBUTION

This Order is distributed to all BBG FCT control personnel for action, the Kansas City District, and Midwest Air Traffic Control Service, Inc. corporate office.

1-1-3. CANCELLATION

BBG 7110.65, dated October 11, 2011, and all changes to it are canceled.

1-1-4. EFFECTIVE DATE

This Order is effective January 23, 2012.

1-1-5. EXPLANATION OF CHANGES: Add Equipment Outage Log to para 2-2-8b (Effective June 1, 2012)

Add: Review Equipment Outage Log, para 2-2-4-d (Effective June 1, 2012)

1-1-6. SAFETY MANAGEMENT SYSTEM (SMS)

Every employee is responsible to ensure the safety of equipment and procedures used in the provision of services within the National Airspace System (NAS). Risk assessment techniques and mitigations, as appropriate, are intended for implementation of any planned safety significant changes within the NAS, as directed by FAA Order 1100.161, Air Traffic Safety Oversight. Direction regarding the Safety Management System (SMS) and its application can be found in the Midwest Safety Management System Plan, and FAA Order 1100.161.

Section 2. Order Use

1-2-1. POLICY

This SOP prescribes the information necessary to effectively operate and administer the air traffic control service at the BBG FAA Contract Tower (FCT). When a conflict arises between its provisions and those in FAA directives, the FAA directive takes precedence, and the Air Traffic Manager (ATM) shall request clarification from the Midwest ATC Service, Inc. corporate office. In the event a conflict arises between instructions in this SOP and the terms of a labor union contract, the ATM and controllers shall abide by the contract.

1-2-2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

a. The change number and the effective date are printed on each revised or additional page.

b. A reprinted page not requiring a change is reprinted in its original form.

c. Bold vertical lines in the margin of the text mark the location of substantive procedural, operational, or policy changes; e.g., when material affects the performance of duty is added, revised, or deleted.

d. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

1-2-3. WORD MEANINGS

As used in this order:

a. *Shall,* or an action verb in the imperative sense, means a procedure is mandatory.

b. *Should* means a procedure is recommended.

c. *May* and *need not* mean a procedure is optional.

d. *Will* indicates futurity, not a requirement for the application of a procedure.

e. Singular words include the plural, and plural words include the singular.

Chapter 2. Administration

Section 1. General

2-1-1. POSITION BINDERS

Position binders have been developed to provide specific information for the following operating positions: Controller-in-Charge (CIC), Local Control (LC), and Ground Control/Clearance Delivery (GC/CD). These binders are readily available to the ATCS in the tower and are located next to the operating position..

2-1-2. REFERENCE FILES

A current set of the appropriate directives including FAA Orders, Facility Directives, Letters of Agreement, Emergency Binder and aeronautical charts are located in the tower cab for ready reference use by ATC personnel. Another set of reference files are located in the Air Traffic Manager's office.

2-1-3. RELEASE OF INFORMATION

Employees shall not release any information regarding an accident/incident without prior approval and direction of the corporate office except as required by FAA directives.

Requests for information by FAA organizations such as FSDO and Air Traffic District Offices are legitimate requests, but those requests shall be coordinated with the Director, Safety Management and Training prior to release of that information.

In addition, employees shall not release any information concerning staffing or scheduling (or other proprietary information) to any organizations or individuals. Requests for information should be sent to Midwest's corporate office

2-1-4. AIR TRAFFIC SERVICE CONTINUITY

Refer to Chapter 6 of this SOP containing the BBG FCT Contingency Action Procedures.

2-1-5. HANDLING BOMB THREATS

Refer to Chapter 6 of this SOP containing the BBG FCT Contingency Action Procedures.

2-1-6. HANDLING MANPAD INCIDENTS

When a threat or attack from man-portable air defense systems (MANPADS) is determined to be real, notify and advise aircraft as follows:

a. Do not withhold landing clearance. To the extent possible, issue information on MANPADS threats, confirmed attacks, or post-event activity in time for it to be useful to the pilot. The pilot or parent company will determine the pilot's actions.

b. MANPADS information will be disseminated via the ATIS and/or controller-to-pilot transmission.

c. Disseminate via controller-to-pilot transmission until the appropriate MANPADS information is broadcast via the ATIS and pilots indicate they have received the appropriate ATIS code. MANPADS information will include nature and location of threat or incident, whether reported or observed and by whom, time (if known), and when transmitting to an individual aircraft, a request for pilot's intentions.

Phraseology-"Attention (aircraft id), MANPADS alert. Exercise extreme caution. MANPADS threat/attack/post-event activity observed/reported by (reporting agency) (location) at (time, if known). (When transmitting to an individual aircraft) say intentions".

Example-"Attention eastern four seventeen, MANPADS alert. Exercise extreme caution. MANPADS threat reported by TSA, BBG vicinity. Say intentions."

"Attention all aircraft, MANPADS alert. Exercise extreme caution. MANPADS post-event activity observed by tower (direction from airport) of airport at two-one-zero-zero Zulu."

d. Report MANPADS threat/attack/post-event activity until notified otherwise by federal aviation administration national headquarters.

2-1-7. AIRPORT EMERGENCY PLAN

The BBG FCT Airport Emergency Plan is contained in the Letter of Agreement between BBG FCT and Branson Airport.

2-1-8. INTERSECTION TAKEOFFS

Intersection takeoff distances are depicted in Appendix 1 .

2-1-9 BIRD AND OTHER ANIMAL HAZARDS

When birds or animals are sighted on or near runways or taxiways, or increased bird activity is observed at the airport:

a. Notify the Airport Manager or field maintenance personnel. Advise them when flocks of birds roost on the runways. Document the notification on FAA Form 7230-4, Daily Record of Facility Operation.

b. Include this condition in the remarks on the Automatic Terminal Information Service (ATIS).

c. When a bird or animal strike occurs on the airport:

1. Notify the Airport Manager, and arrange for the remains to be removed.

2. Make a "Q" entry on FAA Form 7230-4 including the aircraft identification, aircraft type, and species of bird, if known.

3. Strikes involving damage or personal injury shall be handled IAW FAA Order 8020.16, Aircraft Accident and Incident Notification, Investigation, and Reporting.

Section 2. Responsibilities

2-2-1. LEGAL LIABILITIES OF PERSONNEL

Midwest ATC Service, Inc. and it's employees are subject to legal action if found to be negligent in performing ATC duties at a FAA Contract Tower. It is imperative that FAA and Midwest ATC policies and procedures are adhered to at all times.

2-2-2. POSITION RESPONSIBILITY

Only one employee holding an FAA Certified Tower Operating (CTO) Certificate may be signed on and responsible for each open position, to include consolidated positions, at any given time. Trainees without a CTO must be supervised at all times and may not work any control position alone.

2-2-3. DISPOSITION OF OBSOLETE CHARTS

Obsolete charts shall be disposed of by destroying or recycling.

2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY

a. Duty Familiarization. The following items are required to be reviewed before initially signing on to a position in the tower cab.

1. Read and Initial Binder (R&I Binder) – A Binder has been established that contains information pertinent to the operation of the FCT. As a minimum the following shall be contained in the R&I Binder;

a) Roster of Facility Personnel

b) Current Watch Schedule

c) "Hot" Topic items that need to be briefed prior to signing on duty.

b. Status Information Areas (SIA) – The SIA is maintained on the console between the LC and GC position and is the responsibility of the Flight Data position to keep current. Specific information regarding the SIA is contained in Chapter 5 of this SOP.

c. Transfer of Position Responsibility. Every position within the BBG FCT has been determined to require duty familiarization and the use of a Transfer of Position Responsibility Checklist. Each checklist to be used is provided in Appendix 2 this SOP. The position relief briefing shall be recorded between the controller being relieved and the controller assuming responsibility for the position.

d. Equipment Outage Log – Each controller will review the Equipment Outage Log prior to assuming a control position or CIC duties.

2-2-5. OPERATING INITIALS

A current list of operating initials is contained in Appendix 3.

2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES

a. Signing In and Out – Midwest ATC Personnel Sign On and Off Log (Midwest ATC Form PR 2700-9) shall be used to document personnel time and attendance. Entries shall meet the following criteria;

1. Sign in to the facility with your signature to the right of your printed name using black or blue pen (pencil is not allowed) in the "Signature" column. Automated signatures or signature stamps are not authorized.

2. Enter the time you report for duty in the "Time On" column.

3. Enter the time you leave the facility in the "Time Off" column. Sign out shall be accomplished at the end of an employee's assigned shift (not at the time of sign on). Any leave or overtime must receive ATM approval prior to working/using and recording such time.

4. Every employee assigned to the facility must be accounted for every day. (See Example in Appendix 4.)

b. Signing On/Off Position

1. Personnel shall enter their operating initials and the time on and off position on the FAA Form 7230-10. Positions for which the forms are completed shall be in accordance with the operating positions designated in paragraph 5-1-1. Samples of the completed FAA Forms 7230-10 are provided in Appendix 5.

2-2-7. GENOT HANDLING

a. The ATM shall collect current GENOTs either from the FAA District Office or Internet daily.

b. The Air Traffic Manager shall determine the applicability of each GENOT received and if appropriate shall enter it into the R&I Binder for duty familiarization.

2-2-8. REPORTING OUTAGES

a. Equipment Outages - Report all equipment outages to the Branson Airport Command Center at (417) 334-8002. They will in turn contact the appropriate Tech Ops technician.

b. Record all outages on BBG Tower ATC Form 01 (Equipment Outage Log) The last shift of each month will carryover all continued outages for that month and document on a new Outage Log. Attach the current month equipment outage log to FAA Form 7230-4

MALSF Runway 32	Recorders
Glideslope	Clocks
Localizer	AWOS
Outermarker (OM)	Generator (Only if Auto Start and Changeover Fails)
Altimeter	
Transmitters and Receivers	
Solar Com 2000	
ATIS Equipment	

Note –

Although not officially required, during normal business hours, inform Springfield Approach Tech Ops technician of any outages.

c. Contact Airport Communication Center and Springfield Approach if any of the following equipment fails:

Runway Lights	Taxiway Lights
PAPI's	Windsock
Rotating Beacon	Threshold Lights
Runway/Taxiway Signs	REIL's Runway 14

d. When an aircraft reports a ground-based NAVAID malfunction, take the actions outline in FAA JO 7110.65, paragraph 2-1-10.

Section 3. Hours of Duty

2-3-1. SERVICE HOURS

BBG FCT operating hours are 0700L–2100L, 7 days per week..

2-3-2. PERFORMING OPENING AND CLOSING DUTIES

a. Controllers opening the facility are scheduled to report for duty 15 minutes prior to the facility opening time to allow ample time to ready the facility for opening. Specific duties to be performed during this time are contained in the BBG Opening Checklist.

b. Controllers closing the facility are scheduled for an additional 15 minutes after published closing time to allow ample time to accomplish facility closing responsibilities. Specific duties to be performed during this time are contained in the BBG Closing Checklist.

c. BBG FCT opening/closing checklists and statements are contained in Appendix 6.

2-3-3. LATE OPENINGS AND EARLY CLOSINGS

BBG FCT requires one controller to open or close the facility. Due to our contractual obligations and the nature of our business, a late opening or early closing compromises aviation safety, airport operations and may cause serious repercussions to the Company. Late openings and early closings are not acceptable and **MUST** be absolutely avoided.

a. Upon determination that the facility will not be open on time, the duty Air Traffic Control Specialist (ATCS), or other notified ATCS, shall notify the Air Traffic Manager (ATM), or designee, who will in turn accomplish the following steps. If the ATM, or designee, is unavailable, these steps shall be accomplished by the ATCS.

1. Proceed to the facility immediately, and/or call the ATCS living in closest proximity to the facility to open.

2. Contact SGF TRACON at 417 868-5620 and state the following: "BBG FCT is implementing ATC ZERO at (scheduled opening time, UTC)

3. Notify BBG Airport Management via: ACC number: 417 334-8002

4. Notify Midwest ATC via emergency number: (913) 558-7804.

b. As soon as possible after opening the tower, the ATM/CIC shall:

1. Notify SGF TRACON (via opening checklist) and cancel ATC ZERO.

2. Notify Airport Management via: ACC number: 417 334-8002

3. Notify Midwest Director, Safety Management and Training at (913) 558-7804.

c. The ATM cell and home phone numbers, as well as the phone numbers of the ATM designee, will be provided to SGF TRACON and Branson Airport Management to facilitate appropriate notification if air traffic control operations have not commenced at scheduled tower opening time.

d. All facility personnel shall retain a current copy of the facility Late Opening Procedures/Point of Contact cards for quick and easy reference. A sample of the easy reference card is provided in Appendix 7.

2-3-4. EXTENSION OF OPERATING HOURS

Operating hours can be extended for two reasons;

a. Emergency in progress at the time of normal closing;

(1) If an emergency operation is in progress at the time of normal closing, the CIC may make a decision to remain open until the emergency is over. If this is the case, the facility shall be closed immediately after the emergency is terminated.

b. Pre-coordinated extension of hours accomplished by the airport manager through the Midwest ATC corporate office.

(1) The airport manager may make a request for occasional extensions of operating hours for special events, special operations, etc. This request is made through the air traffic manager, then to the Midwest ATC corporate office to the FAA Contract Tower Program Office. The request must be made with sufficient time to allow the coordination to be completed, normally one business day in advance. In no circumstance will the facility be allowed to stay open on a short notice request.

Section 4. Watch Supervision/Controller-In-Charge

2-4-1. CONTROLLER IN CHARGE DESIGNATIONS

The CIC is directly responsible for the overall supervision of the assigned watch, including the direction of all phases of the work area and relief of the personnel assigned to the watch. If the ATM is on duty in the tower cab they shall be the CIC. In the ATMs absence the facility opener/closer shall normally be the CIC. When the controller acting as the CIC must leave the tower cab, they must designate a person as the CIC.

Watch schedules should be designed to rotate the CIC responsibilities on an equitable basis as much as possible.

2-4-2. WATCH CHECKLIST COMPLETION

Watch Checklists shall be completed at eight (8) hour intervals as a minimum during the period that the tower is operational, beginning with the opening of the facility. If BBG FCT goes to an ATC Zero status, the Watch Checklist shall be completed as soon as practicable after returning to a fully operational status.

The watches for BBG FCT are illustrated on Appendix 8, Watch Checklist.

2-4-3. WATCH SUPERVISOR/CIC DUTIES AND RESPONSIBILITIES

a. The duties of the Watch Supervisor/CIC are as follows;

(1) Provide guidance and goals for the shift.

(2) Monitor traffic flow for a safe operation. Immediately notify LC of all MSAW alerts received.

(3) Manage position assignments as outlined in paragraph 4-1-4

(4) Position Relief

(5) Training Assignments

(6) Coordinating all leave requests with the air traffic manager. Only the air traffic manager can approve leave at Midwest ATC facilities.

(7) Monitor, configure, and report equipment status to crew personnel and appropriate agencies.

(8) Data collection and reporting, e.g. OPSNET, traffic count, ATQA, Daily Report of Facility Operations (FAA Form 7230-4), etc.

(9) Monitor presidential aircraft movements, when applicable.

(10) Maintain situational awareness of the control tower environment during the assigned shift.

(11) Oversee the tower environment and eliminate distractions.

(12) Maintain awareness of traffic volume and complexity, taking the following actions as appropriate.

a) Restrict or suspend activities as circumstances warrant.

b) Coordinate with SGF Approach Control when visual approaches are not acceptable or when they can be resumed.

(13) Forward information on individual, facility, or system deficiencies which detract from the quality of air traffic service to ATM.

(14) Ensure that only official ATC literature is in the operating quarters.

(15) Serve as the focal point for preliminary accident/incident reporting in accordance with BBG FCT Order 7210.56 and FAA Order 8020.16.

(16) Refer noise complaints to the Airport Manager.

(17) Complete Watch Checklist in accordance with paragraph 2-4-2.

(18) Forward all non-FAA requests for general information to the ATM.

(19) Forward all non-FAA requests for information on accidents/incidents to the Director, Safety Management and Training at the Midwest ATC Corporate Office at (913) 558-7804.

(20) The closing CIC must ensure the Daily Opener Board (DOB) posted has been initialed by the ATCS scheduled to open the next day. If the DOB is not dated and initialed, the closing CIC shall attempt to verbally contact the ATCS scheduled to open and remind them of their responsibility. If unable, the closing ATCS/CIC must notify the Air Traffic Manager (no later than 9PM) who will make alternate arrangements to open the facility the next day.

(21) Utilize Appendix 9 to accomplish any/all coordination required with airport management to accomplish the closing and /or re-opening of the runway.

2-4-4. CONSOLIDATING POSITIONS

When an operational advantage is gained, operational positions may be combined at one position preferably Local Control.

When frequencies, land lines, and communication/coordination functions are to be combined they shall be combined at a single position to the maximum extent possible.

Note –
Combining positions at one single operational position enables reconstruction of events to be accomplished in a more efficient manner.

2-4-5. RELIEF PERIODS

a. Watch Supervisors/CIC's are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the facility. They are also responsible for ensuring that breaks are of a reasonable duration.

b. Watch Supervisor/CIC's are responsible for knowing the whereabouts of employees to ensure their availability for position assignments. Personnel must be available for immediate recall and must remain in the immediate vicinity of the facility at all times during the shift.

c. Watch Supervisor/CIC's shall not condone or permit individuals to sleep while on duty. Any such instance shall be handled in accordance with the Midwest ATC Service, Inc. Employee Handbook Conduct and Discipline provisions.

Section 5. Appearance and Security

2-5-1. PERSONAL APPEARANCE

All personnel shall dress in accordance with the Midwest ATC Service Handbook, Personal Appearance.

2-5-2. FACILITY APPEARANCE

The appearance of each air traffic facility shall reflect the high standards of the company at all times. Facility air traffic managers shall ensure that adequate janitorial services are provided.

2-5-3. FACILITY SECURITY

The BBG FCT Facility Security Plan provides detailed plans and procedures for facility security in accordance with the requirements of FAA Order 1600.69.

2-5-4. SUSPICIOUS ACTIVITIES

Personnel shall report suspicious activities to the nearest law enforcement agency, FBI, airport manager, aircraft operator, or any combination thereof as appropriate. Local numbers for these agencies are listed below;

Name of Agency	Local Telephone Number
Hollister Police Department	417 334-6565
Taney County Sheriff's Department	417 546-7250
Local FBI Office (Springfield, MO)	417 882-3303
Transportation Security Administration	417 334-8676
Airport Police Department	911
Airport Executive Assistant	417 334-8051
Airport Command Center	417 334-8002

2-5-5. COOPERATION WITH LAW ENFORCEMENT AGENCIES

a. FCT personnel shall cooperate in every reasonable way with law enforcement agencies. Theft of aircraft and use of aircraft for illegal purposes have complicated the task of the Federal law enforcement agencies. The FBI, the U.S. Customs Service, and the INS have requested the FAA to assist them by furnishing information of suspicious activities regarding use of aircraft.

b. Any inquires from airport managers, aircraft owners or others to initiate an alert message shall be directed to the El Paso Intelligence Center (EPIC). EPIC is interfaced with the National Crime Information Center (NCIC), which gives them access to any stolen aircraft report entered by law enforcement agencies. FAA facilities shall not volunteer to relay this information to EPIC. Assistance shall be limited to providing EPIC phone number(s) COMM (915) 564-2220, or advising the inquiring party to go through normal law enforcement channels.

2-5-6. FACILITY VISITORS

a. Persons interested in the services and facilities provided by ATC should be encouraged to visit facilities for familiarization. The ATM or a designated representative may authorize these visits if:

(1) The presence of visitors does not interfere with the operation of the facility.

(2) There is no breach of security directives, i.e. SECON restrictions.

(3) Personnel are or will be available to conduct an escorted tour.

b. Foreign national visits shall be handled in accordance with current directives.

c. Visiting hours shall be limited to daylight hours Monday through Friday only. FAA regulations set basic limits that preclude visits to the facility when visitors cannot be properly escorted into and out of the facility. Visits are therefore limited to times when the tower is staffed with more than one controller on duty. Preferably the ATM should conduct all facility visits.

d. Normally no more than 4 visitors should be in the tower at one time.

e. Pre-coordinated group visits can be exempt from the 4-visitor rule with proper supervision from the ATM. National union representatives may be allowed in the cab as agreed to with the union and provided in the applicable collective bargaining agreement.

f. Use good judgment in determining whether or not your facility access is impaired or might pose a risk of injury to your visitors. Post signs to remind visitors to use handrails when ascending and descending stairs. Keep stairwells clear of debris, boxes or equipment. If in your opinion a safety hazard exists within the facility, advise visitors that access is denied due to safety reasons.

2-5-7. MEDICAL REQUIREMENTS

Personnel actively engaged in the separation and control of air traffic, must possess a current FAA Class II Medical Certificate. Specific information related to keeping Midwest ATC Service, Inc. management properly informed on your medical status is contained in the Midwest ATC Service, Inc. Employee Handbook.

Chapter 3. Facility Equipment

Section 1. General

3-1-1. ADMINISTRATIVE COMPUTER WORKSTATIONS

a. Each facility should have four computer workstations:

(1) ATM Midwest Administrative Computer - The Administrative Computer provided by Midwest ATC Service shall be used for all Midwest ATC company business within the company, including correspondence, files, programs, etc.

(2) FAA Administrative Computer - The ATM Administrative Computer provided by the FAA shall be used for all correspondence with FAA, using the FAA e-mail account username assigned to the facility.

(3) FAA Tower Cab workstation. (Formerly called NAIMES Computer) - The FAA Tower cab workstation is networked with the FAA Administrative computer for printing and file sharing. This workstation shall be used for the following FAA official business:

a) Facility Report of Daily Operations

b) OPSNET Reporting

c) Facility Traffic Count Program

d) NOTAMS

e) GENOTS

f) ATQA

g) FSAS

h) ACT2

i) FAA Directives Repository

j) Other Official Government Websites

(4) FAA CBI (Computer Based Instruction) computer workstation - The CBI (Computer Based Instruction) computer workstation shall be used to complete mandatory refresher and supplemental training.

Section 2. Operational Equipment

3-2-1. CD/GC/LC DATA EQUIPMENT

a. INTERPHONES. BBG Tower is equipped with one Shout-Line and one recorded landline in each operating position.

(1) The Shout-Line is voice activated and is a dedicated line between BBG Tower and Springfield Approach Control (SGF). SGF can be contacted by activating the 12 line from any Control Position.

a. Shout-Line Outage. In the event the Shout-Line at BBG is no longer usable Contact SGF Approach on the recorded line from the operating position. SGF can be reached at (417) 868-5620.

(1) Shout-Line Outage Reporting. In the event the Shout-Line at BBG is no longer usable notify Branson Airport Communication Center at (417) 334-8002.

NOTE – *See FAA Order 7110.65 for message priority.*

(2) Dial Codes. The following facilities can be reached at the following numbers:

Facility	Dial Line
Memphis Center TMU	(901) 368-8555 then 70 prompt 0270
Kansas City TMU	(913) 254-8502
Springfield Approach Control	(417) 868-5620
AFSS	1-800-722-6209

b. TELEPHONE SYSTEM. The BBG FCT telephone number is: (417) 339-7361. This line is not recorded. The recorded telephone number is: (417) 334-3764

NOTE – The tower cab and ATM office phone share the un-recorded number (417) 339-7361.

(1) Power Failures. The Branson Air Traffic Control Tower is equipped with a backup emergency generator used as an alternate power supply. In the event of a commercial power failure the backup generator will start automatically and all equipment will work normally. In the event that the emergency generator does not turn on batteries will operate ATC panel for approximately two hours, then standby transmitters will need to be used for radio communications and communications with SGF Approach, who will coordinate with all other ATC facilities.

Note –
See Appendix 8 for a detailed list of equipment, power source location and associated battery backup capability.

c. SECURITY CARD KEY SYSTEM/Internet access. Key card badges are issued by the airport authority which are used for the control entry gate and the main access door to the facility. This badge must be waved

or passed in close proximity of the sensor and a personal PIN number entered in order to release the door and allow entrance. Every person who has authorized access is issued a specific and unique key card badge. This badge must be on your person the entire time you are in a restricted area.

d. DIGITAL VOICE RECORDING SYSTEM : Branson Tower is equipped with the Dell PL2000DT Recording System. Recorders shall be operated in accordance with FAAO 7210.3. The additional procedures in this section supplement those already prescribed. The Air Traffic Manager/ CIC shall ensure that the media and the information contained on them remain secure at all times. The Air Traffic Manager shall gain approval from the Midwest ATC Corporate office prior to authorizing access to original recordings or official re-recordings.

The Dell PL2000DT Recording System is fully automated and does not require daily tape changes. recorders will be checked and operated in accordance with FAAO 7210.3 procedures.

Recorder Channels. Currently Branson ATCT uses 21 channels.

a) **Channel 1.** VCSS-DAP CH-01-P LCL M/S TX/RX Recorder.

b) **Channel 2.** VCSS-DAP CH-02-P GND M/S TX/RX.

c) **Channel 3.** LCL-Main Receiver direct audio output.

d) **Channel 4.** LCL-Standby Receiver direct audio output.

e) **Channel 5.** GND-Main Receiver direct audio output.

f) **Channel 6.** GND-Standby Receiver direct audio output.

g) **Channel 7.** Position one transceiver recorder audio output

h) **Channel 8.** Position two transceiver recorder audio output.

i) **Channel 9.** P.O.T. line one direct

j) **Channel 13.** Ring Down #1 Direct.

k) **Channel 14.** SS#1 DAP Slot 1-5 TRNK 01 recorder audio output

l) **Channel 15.** V/V #1 DAP Slot 1-5 TRNK 03 recorder audio output.

m) **Channel 16.** SS# DAP Slot 1-5 TRNK 02 recorder audio output.

n) **Channel 17.** V/V #2 DAP Slot 1-5 TRNK 04 recorder audio output.

o) **Channel 18.** VCSS position one ALL SELECTED recorder audio output.

p) **Channel 19.** VCSS position two ALL SELECTED recorder audio output.

q) **Channel 20.** P.O.T. STAND ALONE Direct.

r) **Channel 21.** VCSS-DAP CH-01-A LCL M/S TX/RX Recorder audio output.

s) **Channel 22.** VCSS DAP CH-02-A GND M/S TX/RX.

t) **Channel 23.** Crash phone.

(1) Recording Coverage. The radio frequencies and all voice communications are recorded during the hours of operation at the BBG Tower. The outside telephone line is not recorded, unless keyed from either position one or two panel.

(2) MONITOR ALARMS. All monitor alarms in the Tower Cab ARE NOT supplied with an alternate power supply. In the event of a commercial power failure, these alarms will not function.

e. LOCALIZER ALARM. A light and alarm indicates a malfunction or power loss at the NAVAID site. RESET CAPABILITY: The system will attempt to reset itself up to three times, then it will shutdown, contact ACC.

f. GLIDESLOPE ALARM. A light and alarm indicates a NAVAID malfunction. RESET CAPABILITY: The system will attempt to reset itself up to three times.

g. AIRPORT LIGHTING CONTROL PANEL.

(1) General. Airport lighting shall be utilized in accordance with the FAAO 7110.65.

(2) Control location, leave in ATCT Mode unless requested by ACC maintenance.

(3) During normal hours of operation, BBG tower will maintain control of the airport lighting control panel selecting the OFF position. When BBG Tower is non-operational, the runway lights, taxiway lights, MALSF will be placed in the AUTO position to activate PCL. All other lighting controls will be placed in the on position. ie PAPI, REILs, etc

(3) Power Loss. The Airport Lighting Panel continues to operate if the backup generator activates. If the backup generator does not engage, this equipment will not operate. All airport lighting will be controlled at the vault by ACC.

k. TOWER CAB INTERIOR LIGHTING. The tower cab Interior lighting is supplied by commercial power. In the event of a commercial power outage, generator will operate all lighting as normal. If generator fails to activate, only the Emergency Stairwell Lighting will operate via battery. The only other methods of lighting the interior of the tower cab is:

(1) Flashlight. A Flashlight is located in the flyaway kit.

h EMERGENCY STAIRWELL LIGHTING. In the event of a commercial power failure, the emergency stairwell lighting is equipped with an alternate power supply. These lights will come on when a commercial power failure has occurred.

i. TOWER CAB HEATER AND AIR CONDITIONER. The Heater and Air Conditioner in the Tower Cab shall be operated as needed by ALL EMPLOYEES in the tower cab. The Heater and Air Conditioner IS NOT equipped with an alternate power supply. In the event of a commercial power outage, this equipment will continue to operate using generator power.

j. AUTOMATED WEATHER SENSORS SYSTEM (AWOS). The AWOS collects, processes, and ensures the quality of crucial weather measurements. A wide range of precision sensor options is available including:

(1) Altimeter Sensor: determines the pressure value to which an aircraft altimeter scale is set so that the altimeter indicates the altitude above mean sea level of an aircraft on the ground at the location for which the value was determined.

(2) Forward Scatter Visibility Sensor: an active, electro-optical instrument that determines visibility by measuring the optical extinction coefficient of a beam of light as it passes through a known volume of air; advanced four-head, dual beam design measures fog, dust, rain, snow, haze, smoke, and sand.

(3) Ceilometer: a laser diode emits a laser pulse that is partially reflected from the cloud; the time when a pulse leaves the transmitter to when the reflected portion reaches the receiver varies with cloud height.

(4) Present Weather Sensor: measures precipitation by detecting the optical irregularities induced by particles falling through a beam of partially coherent infrared light.

(5) Wind Speed Sensor: a low-threshold, three-cup anemometer located on field and measures wind speed.

(6) Wind Direction Sensor: a highly sensitive vane located on field that measures wind direction.

(7) Freezing Rain Sensor: detects an occurrence of freezing rain by the change in the probe tip's oscillating frequency caused by ice accretion.

(8) Motor Aspirated Radiation Shield with Temperature & Relative Humidity Sensor: precision temperature/humidity sensor housed in a Motor Aspirated Radiation Shield; designed for ventilation, and shielding from direct and reflected solar radiation and from direct moisture contact.

k. Digital Altimeter Setting Indicator (DASI). This equipment serves as a back up to the Automated Weather Sensors System (AWOS) providing the following meteorological information:

1. Wind speed

2. Wind Direction, and Gust

3. Altimeter Setting

4. Ambient Temperature

5.Dew Point Temperature.

(1) In addition to serving as an AWOS back up, DASI provides the officially certified wind information for operational use at this facility.

3-2-2. GROUND CONTROL EQUIPMENT

a. **Solar comm.** Liberty Star Voice Switch console operates on commercial power, in the event of a power failure the generator will continue to operate this equipment in the event of the generator not becoming operational. This system will operate up to 30 minutes.

b. PORTABLE PET-2000 EMERGENCY TRANSCIEVER(S).

(1) General. This radio acts as a back up to the primary and secondary transceivers. This transceiver is battery and commercial power operated. The portable transceiver is capable of receiving only one frequency at one time.

(2) Relocation. If the tower cab needs to relocate to another building, this radio shall be taken and used as the primary method of communication with all aircraft. When disconnecting from the main power source insert the black plug into the back of the radio.

c. **WIND DIRECTION AND SPEED INDICATORS.** This equipment IS equipped with an alternate power supply. In the event of a commercial and backup power failure, this equipment will be unusable. Use the AWOS and if able, provide estimated winds using the windsock or flags to determine the wind direction and speed.

d**. ALTIMETERS.** Altimeters shall be utilized in accordance with the 7110.65, and 7210.3.

e. **AIRPORT LIGHTING CONTROL PANEL.**

General. Airport lighting shall be utilized in accordance with the FAAO 7110.65.

(2) Control location, leave in ATCT Mode unless requested by ACC maintenance.

(3) During normal hours of operation, BBG tower will maintain control of the airport lighting control panel selecting the OFF position. When BBG Tower is non-operational, the runway lights, taxiway lights, MALSF will be placed in the AUTO position to activate PCL. All other lighting controls will be placed in the on position. ie PAPE, REILs, etc

(3) Power Loss. The Airport Lighting Panel continues to operate if the backup generator activates. If the backup generator does not engage, this equipment will not operate. All airport lighting will be controlled at the vault by ACC.

d. **LIGHT GUNS.** The light gun operates on battery power while in use.

e. **CLOCKS.** The tower has two digital clocks with one each located on the console at the local control and ground control positions. These clocks are in UTC format. The clock located at Position 1 is used for official weather observation time.

f. **RUNWAY VISUAL RANGE (RVR).** BBG Tower is not equipped with RVR equipment.

g. **POWER OUTAGES.** Appendix 8 contains a list of all equipment. This list includes the power source location, equipment with battery backup, equipment without battery backup and expected battery duration.

3-2-3. LOCAL CONTROL EQUIPMENT

a. Solar comm. liberty star voice switch console operates on commercial power, in the event of a power failure the generator will continue to operate this equipment in the event of generator not operational this system will operate for 30 minutes.

b. PET-2000 PORTABLE EMERGENCY TRANSCEIVER

(1) **General.** The PET-2000 is the back up to the primary and secondary transceivers. This transceiver is battery and commercial power operated. The portable transceiver is capable of transmitting/receiving on one frequency at one time.

(2) **Relocation/Contingency P(Insert Your Tower 3 Ltr. ID Here).** If the tower cab needs to relocate to an alternate location, this radio must be taken and used as the primary method of aircraft communication.

b. **WIND DIRECTION AND SPEED INDICATORS.** This equipment IS equipped with an alternate power supply. In the event of a commercial and backup power failure, this equipment will be unusable. Use the AWOS and if able, provide estimated winds using the windsock or flags to determine the wind direction and speed.

NOTE –
See Branson Airport/BBG LOA.

(1) Power Loss. The Airport Lighting Panel will operate under generator power during loss of commercial power. The lighting vault has its own generator for control of airfield lighting.

a. ***See Airport lighting controls at the ground control position.***

NOTE –
See Order 7110.65, Visual Guidance Lighting System for proper settings.

b. LIGHT GUNS. The light gun operates on battery power.

c. ALTIMETER. The AWOS is the pressure standard, however Local and Ground control have a digital altimeter-reading indicator located in the DASI equipment.

d. CLOCKS. Local and Ground control each have one UTC digital clock located on the console ledge next to their operating position.

Chapter 4. Weather Observations

Section 1. General

4-1-1. GENERAL

BBG FCT is a designated Limited Aviation Weather Reporting Station (LAWRS). The provision of timely and accurate METAR (Scheduled Hourly) and SPECI (Special) weather observations by *BBG* tower personnel in accordance with FAA Order 7900.5 is paramount to the safety of aircraft operations and an integral part of the air traffic control function during *BBG* tower hours of operation. *For official weather observations the clock located at Positions 1 is the primary time source.*

4-1-2. AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS)

The AWOS is the official source of weather observations. During facility hours of operation, the AWOS broadcast and longline dissemination capability shall be disabled. Manual METAR and SPECI weather observations will be taken and recorded on MF1M-10C using the AWOS information, when representative. This information shall be relayed to Automated Flight Service Station (AFSS) via *speed dial* for entry into the national weather observation database. During total AWOS outages, manual weather observations shall be taken utilizing backup weather instruments.

4-1-3. WEATHER OBSERVATION RESPONSIBILITIES

The controller assigned CIC responsibilities is ultimately responsible for the timeliness and accuracy of the official weather observation (METAR/SPECI) for BBG FCT and for recording this information on the ATIS and relaying the observation to the Automated Flight Service Station (AFSS). When LC and GC are de-combined this responsibility reverts to the GC position.

4-1-4. WEATHER OBSERVATION PROFICIENCY

Each LAWRS certified controller shall complete one manual official or practice observation recorded on an MF1M-10C each month (Midwest ATC requirement) to maintain an elevated level of proficiency. This exceeds the National Weather Service and FAA 60 day requirement.

4-1-5. WEATHER VISIBILITY CHARTS

Visibility charts depicting daytime/nighttime visibility markers are located at the GC position. Use these charts for determining visibility for weather observations, or to verify the AWOS visibility indications.

4-1-6. CLOUD CHARTS

Cloud Charts are located on the console adjacent to the GC position. These charts shall be used to aid in the identification of significant cloud types requiring mandatory observation remarks in accordance with

FAA Order 7900.5. The information on the charts may also be used to aid in the estimation of cloud heights when no means of measurement are available.

A convective Cloud-Base Height Diagram is located on the console adjacent to the GC position. Use this chart to determine the heights of cumulus clouds that form in the vicinity of the airport.

4-1-7. WIND INSTRUMENTS

Wind direction and velocity direct dial indicators are located at the LC and GC positions. These indicators are the primary source of wind information for operational purposes. In weather observations to be transmitted longline, wind direction shall be reported in tens of degrees with reference to true north. For local, operational use, wind direction shall be given in tens of degrees with reference to magnetic north. *When the direct dial indicators are out of service, the AWOS wind information shall be used for operational purposes.* When both wind sensors are out of service, all wind information shall be estimated using the windsocks at Party Hill or the windsock located at the RWY 14/32 PAPI's.

4-1-8. ALTIMETER REQUIREMENTS

The AWOS is the pressure standard for altimeter information. The Digital Altimeter Setting Indicator (DASI), located at the LC and GC positions, shall be used as a backup when the AWOS pressure sensor is out of service. A pressure comparison check between the DASI and the AWOS shall be completed on the 1st of each month and annotated in the daily log. The correction for the DASI will be posted at the GC position, preceded by a plus or minus sign (+ or -) as appropriate. This correction will be applied to the DASI to determine the operational altimeter setting. If the difference between altimeter settings exceed .02 inch, do not use the DASI to report altimeter settings. Log the equipment out of service and notify Airport Command Center at 417 334-8002.

4-1-10. RETENTION OF WEATHER OBSERVATION FORMS (MF1M-10C)

A duplicate copy of all MF1M-10C forms containing official manual METAR, or SPECI observations. Original forms shall be mailed at the end of the month to the below address (unless otherwise directed by the local NWS office) :

National Weather Service
5805 W. Highway EE
Springfield, MO 65802-8430

Legible copies of official MF1M-10C forms will be kept on file for a period of 90 days (or as established by the local NWS). MF1M-10Cs containing practice weather observations shall be kept in a facility file for at least 90 days.

Part 2. TOWER OPERATIONS

Chapter 5. Tower Operations

Section 1. Tower Team

5-1-1. OPERATING POSITION DESIGNATORS

The following designators shall be used to identify operating positions:

Designator	Position
CIC	Watch Supervisor/Controller-in-Charge
LC	Local Control
GC	Ground Control

TBL 4-1-2

5-1-2. TOWER TEAM CONCEPT

The Tower Team is made up of all positions in the tower cab. Although each position has primary responsibilities, they are interdependent and the team as a whole is responsible for the safe and efficient operation of the tower cab.

5-1-3. TOWER TEAM POSITION DUTIES AND RESPONSIBILITIES.

a. Ground Control Duties and Responsibilities

The flight data specialist shall comply with procedures in accordance with the 7110.65, and in addition shall:

(1) Weather Observations. Conducts weather observations as required by FAA Order 7900.5 and Chapter 4, Weather.

(2) Status Information Area. Receive post and ensure accuracy of the information on the Status Information Area (SIA) to include:

a) Flow Control.

b) Runway/Airport conditions and status to include, but not limited to braking action reports and closures.

c) Approach, Runway in use and Grass Runway status

d) NOTAMS (Local & Distant)

e) Pertinent NAS and local equipment outages.

f) Special activities

g) Current weather and ATIS code

(3) Strip Accuracy. Insure that all flight progress strips are current, accurate, and appropriately posted.

a) **Monitor Land Lines. SGF Shout Line and Recorded Line.**

b) ***Line Outage.*** In the event the SGF Shout Line fails use recorded line (417) 334—3764 for coordination. In the event of total landline failure frequency 126.35 may be used for coordination with SGF Approach.

NOTE –
See telephone listing located at Position 1 - Important Phone Numbers.

(4) Alarms. Monitor all alarms in the Tower Cab.

(5) Awareness. Maintain an awareness of Tower Cab activities.

(6) Obtaining NOTAMS

a) The primary means of receiving all NOTAMs is the FAA supplied tower work station. NOTAMs are checked as part of the opening checklist and at least once every four hours thereafter to include at facility close.

b) In order to meet FAA requirements and give due consideration to traffic priorities NOTAM retrieval shall be accomplished within 15 minutes of the following local times:

0645 (Opening) – 1100 – 1500 – 1900 – 2100

c) Pertinent NOTAM information shall be included on each ATIS broadcast.

d) As a minimum, post pertinent NOTAMs on the SIA Board and annotate the time NOTAMS were checked.

e) All NOTAM information retrieved shall be printed and posted in the Briefing Binder.

f) In the event the tower workstation is inoperative, contact the Automated Flight Service Station.

g) All NOTAMS are designated as D-NOTAMs and use key words at the beginning of the text to describe content. The following information will provide a brief description of some of the Key words.

I. RWY: Runway; conditions restricting use of any portion of a runway, etc.

II. TWY: Taxiways; conditions and restrictions, etc.

III. RAMP: Ramps; conditions constructions, etc.

IV. APRON: Apron; conditions near taxiways.

V. AD: Aerodrome; conditions at airport. e.g. Beacon Out.

VI. NAV: NAVAIDS, e.g. ILS, VOR, etc. an ATC facility, total failure of an ATC facility etc.

VII. SVC: Special; conditions of AWOS, the broadcast frequency of the AWOS etc.

NOTE - The Branson Airport through ACC is responsible for issuing the NOTAM for AWOS equipment.

(8) ATIS Broadcast. Prepare and record the ATIS broadcast in accordance with FAA Order 7110.65 guidelines, notify the LC/GC/CIC positions & SGF when completed. In the event the recorder is inoperable, Ground Control shall maintain a separate record of all ATIS Broadcasts including the time, ATIS code, and entire message, and staple it with the 7230-4 at the end of the day. Bird Activity, LLWAS and MANPADS alerts shall also be broadcast on the ATIS. Before transmitting, the voice and/or text message shall be reviewed to ensure content is complete and accurate.

***(9) (If Appropriate)* ATIS/AWOS INTERFACE CLOSING MESSAGE**

The ATIS/AWOS Interface is used for recording the closing message statement, restrictions, NOTAMs, and appropriate advisories. *Do not* include a phonetic code when recording the closing message.

NOTE –
The ATIS recorder must remain in the "TRANSMIT" position in order for the ATIS/AWOS Interface to broadcast.

a) Upon opening the facility, ensure the ATIS/AWOS Interface message switch is in the ATIS position.

b) At facility closing, ensure the ATIS/AWOS Interface switch is in the AWOS position. Monitor the recording for accuracy and clarity. If the recording is not satisfactory, then re-record the message. ATIS/AWOS Interface message content is as follows:

c) **EXAMPLE:** "BBG Tower hours of operation are zero seven zero zero local time to two one zero zero local time. The common Traffic Advisory frequency and pilot controlled lighting is one two eight point one five. IFR departures contact SGF Approach for IFR clearances and release on one two six point three five. CLASS ECHO AIRSPACE IS NOW IN EFFECT.

d) (If applicable), *"NOTAM (NOTAM TEXT)."*

e) (From November to March inclusive), *"Snow removal procedure: Announce arrival on 128.15."*

f) Do not use the AWOS/ATIS Interface if the AWOS is providing errant or inaccurate information. When this occurs, or the AWOS or AWOS/ATIS Interface becomes inoperative, record the closing statement on the ATIS. In such a case, ***do not*** include any weather conditions.

NOTE –
AWOS Broadcasts. The following broadcasts cover those situations when the tower is closed, or the airport is closed (tower open) or during construction outside the tower's normal operating hours.

CLOSING BROADCAST (TYPICAL)

BRANSON TOWER HOURS OF OPERATION ARE ZERO SEVEN ZERO ZERO THROUGH TWO ONE ZERO ZERO LOCAL TIME. THE COMMON TRAFFIC ADVISORY FREQUENCY AND PILOT CONTROLLED FREQUENCY IS ONE TWO EIGHT POINT ONE FIVE. FOR ADDITIONAL INFORMATION OR FOR DEPARTING IFR AIRCRAFT CONTACT SPRINGFIELD APPROACH ON FREQUENCY ONE TWO SIX POINT THREE FIVE. COLUMBIA RADIO IS AVAILABLE ON FREQUENCY ONE TWO TWO POINT SIX FIVE. THE FREQUENCY FOR AUTOMATED WEATHER IS 124.625. CLASS ECHO AIRSPACE IS NOW IN EFFECT.

a) AWOS BROADCAST (NIGHTLY CONSTRUCTION)

BRANSON TOWER HOURS OF OPERATION ARE 0700 LOCAL TIME TO 2100 LOCAL TIME. THE FREQUENCY FOR AUTOMATED WEATHER IS 124.625. AIRPORT CONSTRUCTION FOR BBG IS SCHEDULED NIGHTLY. CONTACT FLIGHT SERVICE FOR ANY NOTAMS CONCERNING RUNWAY CLOSURES PRIOR TO ATTEMPTING ANY OPERATION AT BBG.

THE COMMON TRAFFIC ADVSIORY AND PILOT OPERATED APPROACH LIGHTING FREQUENCY IS 128.15 FOR ADDITONAL INFORMATION CONTACT SGF APPROACH ON 126.35. FOR CLEARANCES OR CANCELLATIONS WHEN BBG TOWER IS CLOSED CONTACT SGF APPROACH ON 126.35. COU RADIO IS AVAILABLE ON FREQUENCY 122.65.. CLASS ECHO AIRSPACE IS NOW IN EFFECT.

(10) MANPAD alerts. When a threat or attack from man-portable air defense systems (MANPADS) is determined to be real, disseminate MANPADS information via the ATIS as follows:

a) "Attention all aircraft, MANPADS alert. Exercise extreme caution. MANPADS post-event activity observed by tower {direction from airport) of airport at two-one-zero-zero Zulu."

b) Report MANPADS threat/attack/post-event activity until notified otherwise by federal aviation administration national headquarters.

(11) PIREPS SIGMET LLWAS CWAS AIRMETS BRAKING ACTION REPORTS. Forward & place on the ATIS as per FAAO 7110.65, PIREPS, NOTAMS, SIGMETS, LLWAS, CWA's, AIRMETS,

Runway Conditions/Braking Action (MU Values 40 or less), weather data or other information that may affect arriving/departing/transitioning traffic. Post all pertinent information at the ground control position.

(12) Interphone Communications. Answer all BBG landlines, intercoms, and Branson Airport Emergency Control Radio and commercial telephone calls.

(13) Airfield Lighting. Operates taxiway lights and Rotating Beacon ac

(14) Flight Plans. Pre-taxi clearances are received from Springfield Approach.

(15) DELAYS, APREQ, EDCT's. Advise CIC/LC/GC and users via the intercom of any delays or programs in effect. Post all ground delay/stop program information on position 2.

(16) Location Identifiers. Be familiar with locally used location identifiers.

(17) Reporting Equipment Outages. Report all known or observed equipment malfunctions to the CIC, ATM, Airport Communication Command, SGF Approach when warranted, and Flight Service Station.

(18) FAA Forms. Sign on and off all appropriate FAA forms and logs in accordance with FAA regulations.

(19) VFR Departures. Obtain VFR departure direction or flight.

(20) IFR Releases.

a) Coordinate with SGF Approach for release of IFR departures.

b) State the departure runway to SGF Approach in all cases.

c) Coordinate all EDCT changes, modifications/updates with SGF.

(21) SVFR Clearances/Coordination. Coordinate with SGF Approach Control to obtain BBG Class D Airspace for SVFR departures.

(22) **Visibility.** Observe and verbally pass any change in reportable visibility values to the LC/CIC positions and ensure verbal receipt from each position.

NOTE –
Requirements for SPECI observations are contained in FAA Order 7900.5.

(23) Weather. Pass all hourly and SPECI weather observations to the AFSS. Pass all hourly and SPECI to SGF Approach Control Facility via the SHOUT LINE when SGF notifies you that their weather receiving equipment is OTS,

NOTE –
The Clearance Delivery function is operated in conjunction with the Ground Control position at BBG. As such the duties are included in the Ground Control responsibilities.

(1) Issue instructions to taxiing aircraft, vehicles and personnel operating on taxiways and inactive runways.

(2) Initiate control instructions.

(3) Operate interphones.

(4) Monitor and operate communication equipment.

(5) Assist LC in scanning the movement area environment.

(6) Process and forward flight plan information.

(7) Issue clearances and ensure the accuracy of the pilot read back

(8) Make weather observations.

(9) Disseminate weather and ATIS information to SGF Approach via:

a) The shout line

b) If the shout line is OTS, use the land line 417 334-3764 (Tower recorded line) to disseminate the information.

(10) Monitor GC frequencies during an emergency response.

(11) Inform aircraft of any departure delays as they become known.

(12) Coordinates with LC when mowing or maintenance operations will infringe on any active runway.

(13) Maintain the Status Information Area (SIA). Verbally communicate changes to other BBG Tower Team positions.

(14) Receive NOTAMs from the following sources:

(15) Springfield Approach.

(16) Technical Operations personnel

(17) AFSS. (Automated Flight Service Station)

(18) BBG Airport management.

(19) Disseminate NOTAMs as follows:

(20) Post the NOTAM on the SIA

(21) Solicit/copy/disseminate/post PIREP information from pilots, LC and SGF Approach.

(22) Responsible for the recorder monitor, and silencing any alarms in the radio room. Inform CIC when recorders are out of service or in need of any repairs.

(23) Perform any functions of the Tower Team which will assist is meeting situation objectives.

b. **Local Control Duties and Responsibilities,** are as follows:

(1) Properly handle emergencies and provide priority service.

(2) Ensure separation to include the immediate response to all valid MSAW reports from SGF.

(3) Ensure prior coordination with GC to use portions of the movement area either owned by GC or released to that position.

(4) Initiate control instructions.

(5) Monitor and operate communication equipment.

(6) **Airport Lighting.** Operate the Runway Lights, Runway 32 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR), taxiway lights and Rotating Beacon according to current weather observations and the 7110.65.

(7) **SVFR Clearances/Coordination**. Coordinate with SGF Approach Control to obtain BBG Class D Airspace for SVFR arrivals, and overflights. Notify SGF Approach when SVFR traffic has landed or SVFR operations are suspended or terminated.

(8) **Inbound Strips.** Post inbound strips for arriving IFR aircraft and notify SGF Approach of landing time or cancellation of IFR service.

(9) **IFR Missed Approach/Go-Around.** Coordinate with SGF Approach Control Facility regarding IFR aircraft executing a missed approach or go-around.

(10) Scan the movement area.

(11) Ensure that strip marking accurately reflects instructions issued/received.

(12) Ensure that pilots read back issued clearances accurately.

(13) Collect and disseminate PIREP information to affected pilots to GC and Springfield Approach in a timely manner.

(14) Perform any function of the Tower Team which will assist in meeting situation objectives.

(15) Provide additional services as time permits.

(16) Coordinate operations with Approach as follows:

(17) Departing IFR.

(18) Instrument runway change.

(19) Changing the assigned runway of an arriving IFR aircraft except as authorized in the Branson FCT and Springfield Approach LOA.

(20) The following operations require coordination with GC:

a) A helicopter landing on any movement or non-movement area other than an active runway.

b) Retaining communications and control of a landing aircraft for taxi to the ramp

5-1-4. SELECTING ACTIVE RUNWAYS

The LC/CIC has primary responsibility for determining which runways are to be designated as "active" runways.

a. SIMULTANEOUS ILS RUNWAY 32 ARRIVALS / RUNWAY 14 DEPARTURES**:** Occasionally, wind conditions dictate that departures must use Runway 14, while ceiling and visibility require arrivals to use the Runway 32 ILS approach. Therefore, when operating in this configuration:

Place this information on the ATIS: *"EXPECT ILS APPROACH RUNWAY THREE Two, DEPARTING RUNWAY ONE FOUR".*

b. Once a runway is designated as active, it shall remain active until advised by LC that it is no longer active.

c. A runway shall be considered active when:

(1) Designated by the CIC.

(2) LC obtains approval from GC to land on a runway not previously designated as active.

(3) GC taxies an aircraft to a runway or authorized intersection for takeoff.

(a) A FPS indicating the assigned departure runway or intersection fulfills the requirements of FAA Order 7110.65, para. 3-1-4.

(b) Opposite direction runway assignments contrary to those defined in paragraph 4-2-1a(1) or (2) must be verbally coordinated with LC.

NOTE –
(See FAAO JO 7110.65, Air Traffic Control, para 3-1-3 thru para 3-1-5, para 3-5-1, para 3-5-2, etc.)

5-1-5. USE OF ACTIVE RUNWAYS

(1). Proper use of the active runway is critical to the safety of aircraft, vehicle, and personnel movements about the airfield. Every effort must be made to ensure safe operations. This shall be accomplished by, but not limited to, a combination of all of the following methods:

(a) Proper, accurate phraseology as provided in all FAA Orders, LOAs, and this SOP.

(b) Appropriate strip marking provided in this SOP to ensure separation of ground taxiing aircraft and aircraft operating from active runways.

(c) Mandatory, continuous use of active runway/ closure memory aids.

(1) Memory aids will be used whenever vehicles, personnel, ect are operating on or near the runway.

(2) Memory aids that are not in use shall be placed to the right of the operating position.

(3) All memory aids shall be placed directly on the operating area for that specific position.

(d) Prior to an Air Carrier crossing the runway threshold, ensure all vehicles, mowers, personnel, and equipment are out of the Runway Safety Area (RSA). Mowers may be directed to the shortest exit point from the RSA.

5-1-6. PRECISION APPROACH CRITICAL AREA

Localizer (LOC) and Glideslope (GS) Critical Areas. ILS Hold signs are installed on Taxiway "E" delineating the north edge of the GS Critical Area. The Hold Sign/Bar for Runway 32 protects the Localizer Critical Area.

5-1-7. CALM WIND RUNWAYS

Runway 32 is designated as the calm wind runway by the BBG Airport Manager. All traffic should use this runway when the wind is less than five knots.

5-1-8. PREARRANGED COORDINATION

Based on staffing requirements to be able to conduct Prearranged Coordination, Midwest ATC policy is that we cannot meet the requirements covered in FAA Order 7210.3, paragraph 10-1-7c. If your facility feels

that you need this procedure, you should coordinate with the appropriate Manager, Air Traffic Services to discuss its application.

5-1-9. OPENING AND CLOSING RUNWAY PROCEDURES

Whenever airport management or its designated representative informs the tower that a runway is closed and/or re-opens, the CIC shall accomplish the checklist listed in Appendix 9. The CIC is also responsible to ensure tower controllers utilize the appropriate memory aids as listed in paragraph 5-1-5 c whenever a runway is closed.

Note: See BBG Opening and Closing Runway Letter of Agreement between Branson FCT and Branson Airport, dated December 12, 2012

Section 2. Flight Progress Strips (FPS)

5-2-1. GENERAL

All strip marking procedures are in accordance with FAAO JO 7110.65 and Midwest ATC policy.

5-2-2. IFR/SVFR ARRIVAL STRIP MARKING

Information recorded on the flight progress strips (FAA Forms 7230-7.1, 7230-7.2, and 7230-8) shall be entered in the correspondingly numbered spaces.

Block	Information Recorded
1.	Aircraft identification.
3.	Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.
5.	Type of approach/landing runway circle in red if opposite direction. ILS, VA, GPS.
6.	Aircrafts position when inbound is coordinated
8.	optional, time inbound called in from SGF
9.	SVFR symbology, if missed approach, enter MA and time executed.
18	Actual arrival time with checkmark indicating that SGF notified of aircraft landing time

c. IFR/SVFR DEPARTURE STRIP MARKING

Information recorded on the flight progress strips (FAA Forms 7230-7.1, 7230-7.2, and 7230-8) shall be entered in the correspondingly numbered spaces.

Block	Information Recorded
1.	Aircraft identification.
3.	Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.
5.	Secondary radar (beacon) code assigned.
6.	Proposed departure time.
7.	Requested altitude.
8.	Departure instructions issued by SGF

8A.	**OPTIONAL USE.**
9.	**Hand-prepared:** Clearance limit, route, altitude/altitude restrictions in the order flown, if appropriate, RV for radar vectors", non standard departure frequency and remarks.
9A.	CAF for "cleared as filed" APREQ or EDCT circled in red. flow control time.
10	Assigned Runway to include intersection if appropriate
12	Time clearance was issued
13/14	New release time if time in Block 16/17 becomes void
15	ATIS code that pilot verifies receipt of. Check mark or WX indicating departure information provided or that pilot stated have numbers.
16/17	Time release was obtained from SGF
18	Aircraft departure time

5-2-2 cont. IFR/SVFR OVERFLIGHT STRIP MARKING

Information recorded on the flight progress strips (FAA Forms 7230-7.1, 7230-7.2, and 7230-8) shall be entered in the correspondingly numbered spaces. Facility managers can authorize omissions and/or optional use of spaces 2A, 8A, 8B, 9A, 9B, 9C, and 10-18, if no misunderstanding will result. These omissions and/or optional uses shall be specified in a facility directive.

Block	Information Recorded
1.	Aircraft identification.
2.	Revision number (FDIO locations only).
2A.	Strip request originator. (At FDIO locations this indicates the sector or position that requested a strip be printed.)
3.	Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.
4.	Computer identification number if required.
5.	Secondary radar (beacon) code assigned.
6.	Coordination fix.
7.	
8.	Estimated time of arrival at the coordination fix.
8A.	**OPTIONAL USE.**
Block	**Information Recorded**
8B.	**OPTIONAL USE,** when voice recorders are operational; **REQUIRED USE**, when the voice recorders are not operating and strips are being used at the facility. This space is used to record reported RA events when the voice recorders are not operational and strips are being used at the facility. The letters RA followed by a climb or descent arrow (if the climb or descent action is reported) and the time the event is reported.
9.	Altitude and route of flight through the terminal area.
NOTE-	*Altitude information may be written in thousands of feet provided the procedure is authorized by the facility manager, and is defined in a facility directive, i.e., FL 230 as 23, 5,000 feet as 5, and 2,800 as 2.8.*
9A.	**OPTIONAL USE.**
9B.	**OPTIONAL USE.**
9C.	**OPTIONAL USE.**
10-18.	Enter data as specified by a facility directive.

Sample of Local Adaptation to FAA Form 7230-8, Flight Progress Strips

N200US	0201	TR	LTS 30	32		1050
	1045	360				M
C172	30		CAF	1121		

N200SU; Cessna 172; Beacon Code: 0201; Proposed Departure Time: 1045 (UTC); Requested Altitude: 3,000 ft; Departure Instructions: Turn Right Heading Three Six Zero; Cleared As Filed to LTS, Initial altitude: 3,000 ft; Clearance Issued at 1050; Pilot advised receipt of ATIS "Mike"; SGF released at 1121 (UTC); Aircraft taxied to Runway 32.

N257W	4566	TL	ERW RV APE CXR SLT FQM 30	14		1255
	1250	**050**	APREQ			P
C650	330			1300		

N257W; Citation 650; Beacon Code: 4566; Proposed Departure Time: 1250 (UTC); Requested Altitude: Flight Level 330; Departure Instructions: Turn Left Heading Zero Five Zero; Cleared to ERW via radar vectors APE CXR SLT FQM, Initial Altitude: 3000 ft, Flow Control required and performed (indicated by the APREQ circled in red then lined out); Clearance Issued at 1255; Pilot advised receipt of ATIS "Papa"; SGF released at 1300 (UTC); Aircraft taxied to Runway 14.

N28JG	6727		ORD RV..ROD.FWA..AF	14		2250
	2100					
C550	260		EDCT2130			

N28JG; Cessna Citation 550; Beacon Code: 6727; Proposed Departure Time: 2100 (UTC); Requested Altitude: Flight Level 260; Cleared to ORD via radar vectors ROD FWA than As Filed, Expect Departure Clearance Time: 2130 (UTC); Clearance Issued at 2250; Pilot Issued Departure Information; Aircraft taxied to Runway 14..

N214HP	0400		NW 25	C/32		1635
						S
C182				1645		

N214HP; Cessna 182; Beacon Code 0400; Cleared out of BBG Class "Delta" Surface Area to the northwest, maintain Special VFR conditions at or below 2,500 ft; Clearance Issued at 1635; Pilot advised

receipt of ATIS "Sierra"; SGF released at 1645 (UTC); Aircraft taxied to Runway 32, taxiway Charlie intersection Departure.

5-2-3. VFR STRIP MARKING

NOTE – Controllers have the option to use VFR strip marking or may utilize a tablet.

a. If VFR data is recorded on a FPS use 1/2 length plastic FPS holder using black grease pencil.

INFORMATION	HOW & WHERE RECORDED
Aircraft Identification	Record in center of strip.
Closed Pattern	Place brackets, ( ), around aircraft ident.
Requested Heading	Place the heading requested in the upper left corner.
Landing XYZ	Record "XYZ" in upper left-hand corner.
Route/Altitude will enter Class "D" Airspace	Record aircraft's requested altitude under the aircraft's heading.
Assigned Runway or Departure Point	Record identification in lower right-hand corner preceded by the taxiway/runway designator if assigned an intersection.

TBL 5-2-3

EXAMPLE-

SUS C/14

53D

N4753D, departing east, landing SUS, assigned Runway 14, taxiway Charlie intersection departure.

35 C/14

72HP

N72HP, departing south at 3,500 ft, assigned Runway 14, Taxiway "C"

32

(24)

Buckeye 24, closed pattern, assigned Runway 32

NOTE – Controllers have the option to use VFR strip marking or may utilize a tablet for VFR arrivals and overflights.

b. Record VFR arrival and overflight data specified in Table 2-7-4 on plastic FPSs.

INFORMATION	HOW & WHERE RECORDED
Aircraft Identification	Record in center of strip.
Closed Pattern	Place brackets, ( ), around aircraft identification.
Terminate Closed Pattern	Draw a line through the aircraft identification.
Aircraft's Position at Initial Contact	Place a dot beside aircraft identification indicating position from airport.
Additional Information	Record additional information as needed in easily understood format.

TBL 2-7-4

EXAMPLE-

6NE .

213HP

N213HP reported six miles northeast on initial contact.

TB Rock D

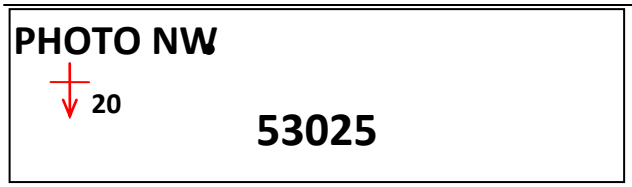
(17)

Buckeye 17 reported over Table Rock Dam on initial contact and requested closed pattern.

5SE

(12BC) .

N12BC reported five southeast on initial contact requesting closed pattern then later requested a full stop landing.



N53025; photo work northwest of airport at or below 2000 ft.

Section 3. Status Information Areas (SIAs)

5-3-1. EXAMPLES OF SIAs

The SIA consists of the following areas where status information shall be recorded and displayed:

Examples:

a. A white plastic board, referred to as the Status Board, is located at the GC position where information is recorded in grease pencil.

b. The GC position is responsible for the accuracy of the various items contained at the SIA.

5-3-2. STATUS BOARD CONTENTS

The status board shall reflect the following information as it is received:

a. NOTAMS

b. EQUIPMENT. Equipment outages or irregularities that do not require a NOTAM

c. WEATHER/TRENDS. Current weather. Weather Advisories (CWA), Hazardous weather information: SIGMETS, AIRMETS, PIREPS etc.

d. AIRPORT CONDITIONS/STATUS. Airport conditions--such as reported runway conditions, runway braking action reports.

e. ATIS CODE. The current ATIS code shall be indicated on the Status Board.

f. RUNWAY/APPOACH IN USE.

Section 4. Position Binders

5-4-1. POSITION BINDER CONTENT

Positions binders have been developed for the following operating positions: Controller-in-Charge (CIC), Local Control (LC), Ground Control/Clearance Delivery (GC/CD) . These binders are readily available to the ATCS on the tower cab console in close proximity to each position. Specific information varies depending on each position's responsibilities but shall include items such as:

a. Position duties and responsibilities: general description.

b. Position information:

c. Frequency information - primary/back-up.

d. Position specific equipment - availability, not use.

e. Area of jurisdiction - map, video map, diagram and/or narrative.

f. Position procedures - may include, but not limited to:

g. Arrival procedures.

h. Departure procedures.

i. Special procedures.

j. Coordination procedures.

k. LOA or LOA procedures applicable to that position.

l. Local strip marking.

m. Process flight plan information.

n. Forward flight plan information.

o. Process traffic management information.

p. Process field condition reports.

q. Process miscellaneous flight data.

r. Process weather information.

s. ATIS.

t. SIA.

u. Special flight handling.

v. Emergencies.

w. Potential problem areas. Non-visibility areas.

Section 5. Other Operations

5-5-1. SIGMET AND PIREP HANDLING

Local Control and/or Ground Control shall be responsible for handling PIREPS in accordance with FAA Order JO 7110.65 and JO 7210.3 and BBG Chapter 5 paragraph 11 of this SOP.

5-5-2. LAND AND HOLD SHORT OPERATIONS (LAHSO)

Not Authorized

5-5-3. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

Not Authorized

5-5-4. "Go-Around/Missed Approach Procedures

1. In the event of a missed approach, advise SGF immediately.

2. Coordinate for alternate climb-out instructions if the pilot requests other than the published missed approach procedure.

Note: SGF/BBG LOA dated May 20, 2011, paragraph 5 (b) 2 b&c

Chapter 6. Contingency Action Procedures

6-1-1. GENERAL

Emergency or unusual conditions may occur at any time, and for any number of reasons. Although it may not be practicable to outline courses of action for every possible contingency, it is the policy of Midwest ATC Service, Inc. and BBG tower to provide as much pre-planning effort as possible. This section is intended to assist the Air Traffic Manager, or Controller In Charge in responding to potential threats to facility continuity, while remembering that our priority consideration is to ensure the safety and welfare for facility personnel. Procedures for varying contingencies may be found in the Emergency Procedures Binder. This chapter provides guidance on the most common occurrences that effect contingency action procedures.

6-1-2. POWER/COMMUNICATIONS FAILURE

If primary power or communications are interrupted, follow the Operational Contingency Plan (OCP) procedures for ATC Alert. Use the portable transceivers *(i.e. PET 2000)* to work through short-term interruptions. During total power or communications failure, follow the OCP procedures for ATC Zero

6-1-3. FIRE

(1) *Smoke detectors and alarms are located on every floor. A remote monitor is located at the base of the control tower.*

(2) *Do not block any doors open.*

(3) The stairwell is the primary evacuation route during a fire. The designated assembly point for facility evacuations is *on the hill directly north of the control tower.*

(4) *Fire extinguishers are located through-out the building.* Report all deficiencies of the fire alarm system including extinguishers to Airport Management through the Public Safety Manager at (417) 230-4190.

(5) In the event of a fire alarm or the discovery of a fire, follow the OCP procedures for ATC Zero (time permitting) and evacuate all non-essential personnel immediately. If the fire appears manageable, use a fire extinguisher to put out the fire. Notify the fire department even if it *appears* that the fire is manageable or extinguished.

NOTE –
The main fire alarm reset is located in the first floor stairwell.

(6) The Air Traffic Manager/Controller In Charge will make the determination whether to relocate to a temporary site, or resume normal tower operations from the cab.

6-1-4. BOMB THREATS

Bomb incidents and civil disturbances require prompt and thorough action. An intelligently handled situation will eliminate confusion and lessen the possibility of panic. Good building security practices will greatly diminish the possibility of building bomb threat and civil disturbances. To insure that all situations

are handled in an effective manner, employees must know what is expected of them, therefore the following plan must be developed and shall be strictly adhered to.

a. All Employees: In the event that a bomb threat is received, contact the Air Traffic Manager as soon as possible, and notify all occupants of the building. Under no circumstances should you attempt to remove or tamper with a suspected bomb or deal with a civil disturbance in your own way.

b. Supervisory Personnel: The Air Traffic Manager/Controller In Charge shall follow the procedures for ATC Zero and evacuate the facility as necessary. Controllers in charge are responsible for implementing the appropriate procedures as outlined in this directive.

c. Midwest ATC Corporate Office: As time permits, the Midwest corporate office shall be notified of all situations concerning ATC facilities or bomb threats against aircraft.

d. Procedures: Any employee receiving a bomb threat shall make every effort to:

(1) Compile information from the caller in accordance with the Bomb Threat Checklist. Fill out an FAA Form 1600-53. *(located next to the tower phone)*

(2) Make a written record of the conversation immediately after the call has ended.

(3) In case of a written threat, preserve the original document in an envelope and restrict handling to a minimum. Notify the FAA investigation and Security Division immediately and request handling instructions.

(4) Advise the caller that the building is occupied and serious injury or death might result from the bomb detonation. Follow this statement with a request of the bomb location.

(5) Refer to the checklists located in the Emergency Binder for specific guidance with:

a) Bomb Threat to Aircraft:

b) Bomb Threat to FAA Facilities

c) Bomb Threats to Non FAA Facilities

d) K-9 Requests:

e) Bomb Disposal

The nearest Bomb Disposal Unit is located in Springfield. They will respond to FAA request for bomb disarmament. Demolition experts have recommended surrounding any device with sand bags to minimize structural damage to the building. They advised that in most cases bombs of this type are planted with low yield explosives and most probable damage would be shattered windows, and sand bags may even eliminate minor damage, however, *this action taken in advance of the arrival of the disposal unit, should be handled by the Fire Department or law enforcement agencies and* ***not*** *by ATC personnel.*

Bomb Detonation:

In the event of a bomb detonation at the facility, follow the OCP procedures for ATC Zero (time permitting) and evacuate the building. Notify *the Airport Command Center and SGF Approach* as soon as practical.

6-1-5. CIVIL DISTURBANCES

In the event of civil disturbances on or around the airport, the Airport Manager will keep the Air Traffic Manager informed as to the status of airport operations. The Air Traffic Manager will restrict access to the control tower building to controller personnel only. In the event the controller(s) on duty cannot leave the tower, they will remain on duty and continue to provide ATC service within crew rest requirements, or until issued further instructions from the Air Traffic Manager or the Midwest ATC Service Corporate office.

6-1-6. FLOOD/STORMS & SIMILAR ACTS OF GOD

In the event of flooding, or similar acts of God resulting in a disruption of airport capability, the *BBG* Airport Manager will advise the Air Traffic Manager of the airport status. The Air Traffic Manager will advise Midwest ATC employees and keep them informed of any work schedule changes. In the event controllers on duty cannot leave the tower, they will remain on duty and continue to provide ATC service within crew rest requirements, or until issued further instructions from the Air Traffic Manager or the Midwest ATC Service Corporate office.

6-1-7. FACILITY EVACUATION

The Air Traffic Manager, or Controller In Charge is responsible for determining facility evacuation. Not all conceivable situations can be covered, so good judgment and common sense shall be used in each case. The Air Traffic Manager, or Controller In Charge shall follow the ATC Zero procedures as outlined in the facility Operational Contingency Plan (OCP) and assess the need to proceed to a Temporary Tower location (if available) to resume air traffic control operations. The facility may be evacuated during weather emergencies (i.e. sustained winds above *65 knots*, tornado spotted or tornado warning, flood, etc.), when a fire alarm sounds, a bomb threat is received, or when the Air Traffic Manager or Controller In Charge determines that the safety of operational personnel is in jeopardy.

Initial evacuation training will be accomplished within 30 days of employment. Refresher training shall be accomplished at least annually and documented on the employees Midwest ATC Form 3120-1

a. Follow the OCP procedures for ATC Zero and perform the Emergency Closing Checklist (time permitting).

(1) Proceed to the lowest point in the facility, and assemble in the base of the tower by the ATM's office, or in the case of a fire, assemble on the hill directly North of the Tower . If necessary to proceed to an alternate site, take the following:

a) Emergency/Accident Binder

b) Portable transceiver (i.e. PET 2000)

c) Binoculars

d) Fly-Away Kit

Note –
The equipment provided in the Fly-Away Kit is for contingency use only. Do not use the provisions unless operationally essential. Notify the Air Traffic Manager if any of the contents are missing or require replacement. The kit is located beneath the console by the tower phone. The Fly-Away Kit is a basic supply of what is required to operate at the Temporary Tower location and includes the following items:

i. Flashlight

ii. Battery operated digital clock with second hands

iii. Paper pad

iv. Writing utensils

v. Operational Forms (Strips, Logs, etc.)

vi. Read and Initial binder

vii. Phone Book

viii. SOP/LOAs

Temporary Tower operations: No unusual operational requests shall be approved (i.e. banner towing, photo operations, etc.).

(1) Operations shall be restricted to active runway only.

(2) Pattern work will be considered on a case-by-case basis.

a. When normal ATC operations have been restored, report the return via the notification procedures in the facility OCP:

(1) Whether or not the evacuation was total. If not, indicate the number of personnel who remained on duty in the facility.

(2) Outline the actions that were taken prior to evacuation in order to provide for the safety of existing air traffic.

6-1-8. ATIS BROADCAST:

When the control tower must be shut down for any reason, time permitting; make a new ATIS broadcast indicating that the tower is closed. This broadcast shall include the common traffic advisory frequency and pilot operated approach lighting frequency *128.15.* It shall also state that further information may be obtained from *SGF Approach Control.*

6-1-9. TRANSITION OF ATS RESPONSIBILITY:

Time permitting, prior to the evacuation of BBG tower, the Controller In Charge will insure that all air traffic is aware of the impending tower closure. Tower shall coordinate with SGF Approach and transfer communication of all IFR aircraft to their frequency.

6-1-10. PERSONAL ABSENTEEISM:

In the event that some or all Midwest ATC employees are unable to perform ATC duties, the Air Traffic Manager will inform the Midwest ATC Corporate Office.

6-1-11. TRANSPORTATION STOPPAGES:

In the event of a public transportation stoppage that would restrict employees from getting to work, the Air Traffic Manager will, after coordination with the corporate office, make temporary alternate transportation arrangements.

6-1-12. PLANNED/UNPLANNED INCREASE IN AIR TRAFFIC OPERATIONS:

The Air Traffic Manager is authorized to increase staffing to meet unplanned operational requirements as necessary. The Air Traffic Manager shall coordinate with Midwest ATC Corporate Office for planned increases to operations (fly-ins, airshows, special events). The Corporate Office has the resources to arrange for additional personnel to assist with the operational demands that anticipated increases in air traffic may bring.

6-1-13. AIR DEFENSE EMERGENCY:

The Emergency Broadcast System (EBS), the National Attack Warning System (NAWS) or voice transmissions, may provide notification of an Air Defense Emergency. Upon notification facility personnel shall:

a. Without further instruction, accomplish all measures required to attain the highest degree of readiness.

b. Personnel without emergency assignments are to follow civil defense instructions. Staffing for continuous operations shall be as directed by the Facility manager/CONTROLLER IN CHARGE.

c. Prepare to implement Emergency Security Control of Air Traffic (ESCAT).

d. Radiological Protection is usually not provided at facilities; therefore the appropriate ARTCC is expected to take-over services when radiological protection is required.

e. The bottom floor of the control tower is designated as the facility shelter.

Chapter 7. Correspondence, Data Collection, Records, and Reports

7-1-1. TRAFFIC COUNT

OPSNET is the official data reporting system as per FAAO JO 7210.55, Operational Data Reporting Requirements. BBG FCT shall report traffic count information daily through OPSNET or OPSNET touch-tone interface (OTTER). Two basic requirements must be met for an operations count: the facility must be responsible for providing service to the aircraft, and the service provided must qualify using the guidelines established throughout the remainder of this chapter. The ATM shall ensure that the intent of the provisions in this chapter is fulfilled.

a. Counting Method

Traffic counts should be tabulated on the automated program FAA Form 7230-1, "Traffic Count Program, Version 4-2-1". Enter all traffic activity at the end of each hour.

b. For OPSNET reporting purposes, BBG FCT is a "Type 11" facility and is required to report all:

(1) Itinerant IFR arrivals and departures

(2) Itinerant VFR arrivals

(3) Local Operations

a) All local operations are reported in the following categories:

I. Civil – All civilian operations, including local flights by air carrier and air taxi aircraft.

II. Military – All classes of military operations.

(4) IFR Overflights

(5) VFR Overflights

a) All itinerant and overflight operations are reported in following categories:

I. Air Carrier – Operations by aircraft identified in FAAO 7210.3, Appendix 3, Air Carrier for Air Traffic Activity Operations Count, which use three-letter identifier.

II. Air Taxi – Operations by aircraft other than those identified in FAAO 7210.3, Appendix 3 which use three-letter company designators.

III. Military – All classes of military operations.

IV. General Aviation – Civil operations not classified as air carrier or air taxi.

7-1-2. OSPNET PROCEDURES:

a. Use the FAA Tower Cab Workstation and click the OPSNET Icon to open the facility LOGIN Page:

(1) Login ID:

(2) Password: [enter the facility password]

(3) Click [Login]

b. Select Facility and Date:

(1) Report OPSNET Data For: BBG

(2) Reporting Date: [current date]

(3) Click [Report Data]

c. Select an Action:

(1) Data Type Add

(2) Airport Traffic (7230-1) Add

(3) Individual Delays Add

(4) Group Delays Add

d. Add Airport Traffic Count Totals:

(1) Enter the totals from the local 7230-1 Traffic Record Form

(2) Enter operating initials

(3) Click [Submit]

NOTE –
If OPSNET web site is OTS call: 1-609-485-9601.

7-1-3 DELAY REPORTING

Delays of 15 minutes or more shall be recorded and reported daily through the OPSNET system in accordance with FAA Order 7210.3, paragraph 4-7-2.

7-1-4 PREPARATION OF FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

FAA Form 7230-4, Daily Record of Facility Operation, shall be prepared using the automated log software program contained in the FAA Tower Cab Work Station. The CIC is responsible for the preparation of the Daily Record of Facility Operation, FAA Form 7230-4 shall ensure that entries are made in accordance with FAA Order 7210.3, paragraph 4-6-5.

7-1-5 FAA FORM 7230-10, POSITION LOG

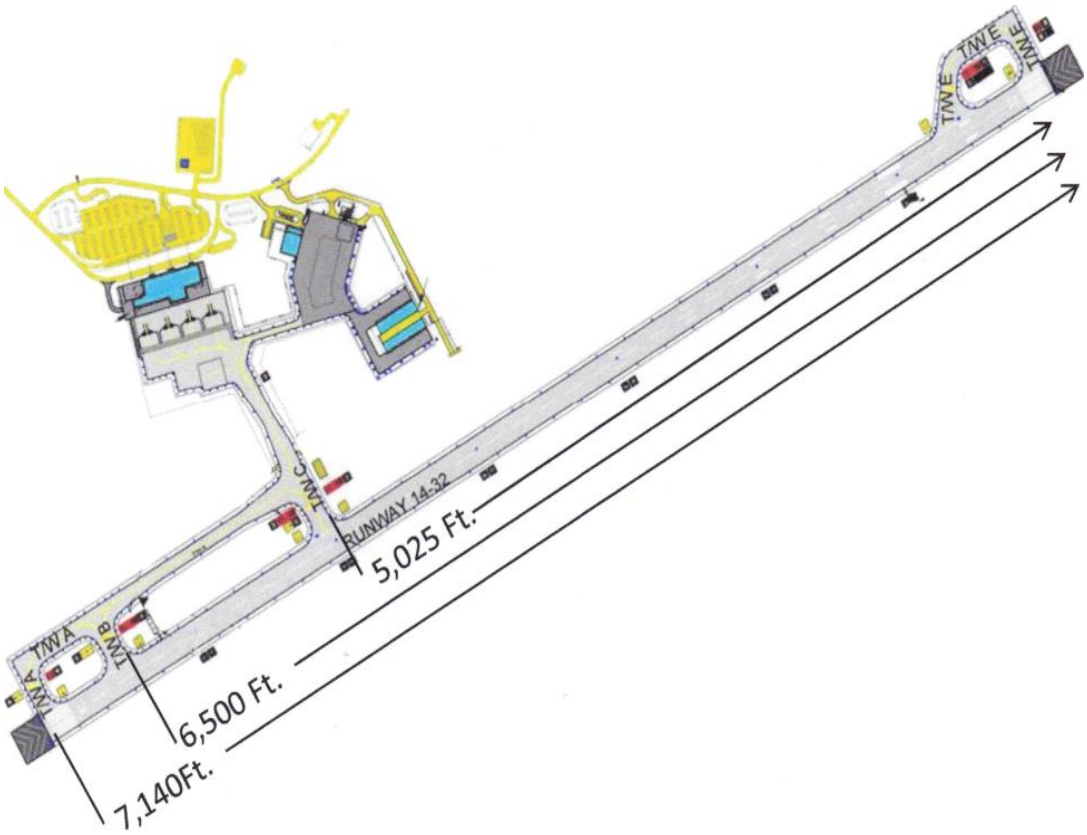
An example of a completed FAA Form 7230-10 is contained in Appendix 5.

Appendix 1- Intersection Takeoff Chart

Branson Airport

Remaining Runway

Chart May 7, 2009



*** Controllers shall not solicit RWY 32 at Taxiway Charlie Intersection Departures.**

When issuing distance remaining the length is rounded off to the lowest 50 feet.

Appendix 2 - Position Relief Briefing Checklists

POSITION RELIEF CHECKLIST – CD

1. SELECT POSITION RELIEF BUTTON (If recordable)
2. STATUS INFORMATION AREAS
3. VERBALLY STATE RUNWAY STATUS
    - OPEN/CLOSED
    - CONSTRUCTION
    - BRAKING ACTION
4. ALTIMETER AND WEATHER TRENDS
5. AIRPORT ACTIVITIES
6 SPECIAL INSTRUCTIONS / RESTRICTIONS / ACTIVITIES
7. FLOW CONTROL
8. PERTINENT OPERATIONAL NOTAMS
9. TRAFFIC
10. ENSURE 2 MINUTE OVERLAP IS OBSERVED AFTER POSITION RELIEF IS COMPLETE

POSITION RELIEF CHECKLIST – GC

1. SELECT POSITION RELIEF BUTTON (If recordable)
2. STATUS INFORMATION AREAS
3. VERBALLY STATE RUNWAY STATUS
    - OPEN/CLOSED
    - TIPH
    - LAHSO
    - CONSTRUCTION
    - BRAKING ACTION
4. ALTIMETER AND WEATHER TRENDS
5. AIRPORT ACTIVITIES
6. SPECIAL INSTRUCTIONS / RESTRICTIONS / ACTIVITIES
7. FLOW CONTROL
8. STAFFING
9. PERTINENT OPERATIONAL NOTAMS
10. TRAINING IN PROGRESS
11. TRAFFIC
12. ENSURE 2 MINUTE OVERLAP IS OBSERVED AFTER POSITION RELIEF IS COMPLETE

POSITION RELIEF CHECKLIST – CD/GC

1. SELECT POSITION RELIEF BUTTON (If recordable)
2. STATUS INFORMATION AREAS
3. VERBALLY STATE RUNWAY STATUS
   - OPEN/CLOSED
   - CONSTRUCTION
   - BRAKING ACTION
4. ALTIMETER AND WEATHER TRENDS
5. AIRPORT ACTIVITIES
6. SPECIAL INSTRUCTIONS / RESTRICTIONS / ACTIVITIES
7. FLOW CONTROL
8. STAFFING
9. PERTINENT OPERATIONAL NOTAMS
10. TRAINING IN PROGRESS
11. TRAFFIC
12. ENSURE 2 MINUTE OVERLAP IS OBSERVED AFTER POSITION RELIEF IS COMPLETE

POSITION RELIEF CHECKLIST – LC

1. SELECT POSITION RELIEF BUTTON (If recordable)
2. STATUS INFORMATION AREAS
3. VERBALLY STATE RUNWAY STATUS
   - OPEN/CLOSED
   - CONSTRUCTION
   - BRAKING ACTION
4. ALTIMETER AND WEATHER TRENDS
5. AIRPORT ACTIVITIES
6. SPECIAL INSTRUCTIONS / RESTRICTIONS / ACTIVITIES
7. FLOW CONTROL
8. STAFFING
9. PERTINENT OPERATIONAL NOTAMS
10. TRAINING IN PROGRESS
11. TRAFFIC
12. ENSURE 2 MINUTE OVERLAP IS OBSERVED AFTER POSITION RELIEF IS COMPLETE

POSITION RELIEF CHECKLIST –CD/GC /LC

1. SELECT POSITION RELIEF BUTTON (If recordable)
2. STATUS INFORMATION AREAS
3. VERBALLY STATE RUNWAY STATUS
   - OPEN/CLOSED
   - CONSTRUCTION
   - BRAKING ACTION
4. ALTIMETER AND WEATHER TRENDS
5. AIRPORT ACTIVITIES
6. SPECIAL INSTRUCTIONS / RESTRICTIONS / ACTIVITIES
7. FLOW CONTROL
8. STAFFING
9. PERTINENT OPERATIONAL NOTAMS
10. TRAINING IN PROGRESS
11. TRAFFIC
12. ENSURE 2 MINUTE OVERLAP IS OBSERVED AFTER POSITION RELIEF IS COMPLETE

POSITION RELIEF CHECKLIST – Watch Supervisor/CIC

1. INCLUDE ITEMS 1 – 11 FROM THE LC/GC CHECKLIST
2. STAFFING
   - ATM LOCATION
   - POSITION ASSIGNMENTS
   - POSITION RELIEF
   - TRAINING ASSIGNMENTS
3. EQUIPMENT STATUS
4. MONITORING/MANAGING TRAFFIC VOLUME/FLOW
5. DATA COLLECTION AND REPORTING
6. VIP MOVEMENT
7. TRAFFIC
8. ENSURE 2 MINUTE OVERLAP IS OBSERVED AFTER POSITION RELIEF IS COMPLETE

CONSOLIDATED POSITION RELIEF CHECKLIST – CD/GC/LC/CIC

1. KEY POSITION RELIEF BUTTON
2 STATUS INFORMATION AREAS
3. VERBALLY STATE RUNWAY STATUS
    - OPEN/CLOSED
    - CONSTRUCTION
    - BRAKING ACTION
4. ALTIMETER AND WEATHER TRENDS
5. AIRPORT ACTIVITIES
6. SPECIAL INSTRUCTIONS / RESTRICTIONS / ACTIVITIES
7. FLOW CONTROL
8. PERTINENT OPERATIONAL NOTAMS
9. TRAINING IN PROGRESS
10. VIP MOVEMENT
11. STAFFING
    - POSITION ASSIGNMENTS
    - POSITION RELIEFS
    - TRAINING ASSIGNMENTS
12. EQUIPMENT STATUS
13. MONITORING/MANAGING TRAFFIC VOLUME/FLOW
14. DATA COLLECTION AND REPORTING
15. TRAFFIC
16. ENSURE 2 MINUTE OVERLAP IS OBSERVED AFTER POSITION RELIEF IS COMPLETE

Appendix 3 - Operating Initials

Controller Name	Operating Initials
Controller A Steven Cavener	CR
Controller B William Gentile	BG
Controller C Kellie Hoots	KH
Controller D Joanne Boyer	JO
Controller E Garry Evans	GE

Appendix 4 - Sign On/Off Form

Midwest ATC Personnel Log			FACILITY ID		DATE
			BBG		(MM/DD/YYYY)
NAME (Printed)	SIGNATURE	INITIALS	TIME ON	TIME OFF	REMARKS
Joanne Boyer		JO			
Steven Cavener		CR			
Gary Evans		GE			
William Gentile		BG			
Kellie Hoots		KH			

Midwest ATC Form PR 2700-9 (Revised 1/1/10), Personnel Log

I certify that the entries above are true and correct to the best of my knowledge.

ATM Signature: _____

Appendix 5 – Sample Position Log

The Air Traffic Manager shall ensure that FAA Form 7230-10, Position Log, is used for position sign on/off. FAA Form 7230-10 shall be prepared daily in accordance with FAA Order 7210.3, paragraph 4-6-6. Employees shall complete Form 7230-10 using the example entries shown below.

FAA Form 7230-10 Position Log (SAMPLE)

Sample Position Log with Local Control Open

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) Pos Type	(4) DATE
X Y Z		L C	M M D D Y Y

(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) Code	Where Combined (9) POSITION IDENTIFIER	Where Combined (10) Position Type
1100	J T	1310	C		
1311	R M	1408	S		
1409	J T	1617	C		
1618	R M	1843	C		

CODE:
C = ATCS/ATA
S = Supervisor/Staff Spec.
T = Trainee/Developmental
M = Trainee/Developmental Monitoring
R = Trainee/Developmental Certification/ Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Page 1

Field 1
Facility 3 Ltr ID

Field 2
FCTs Leave Blank

Field 3
2 Ltr Position ID

Field 4
Date MM/DD/YY

Field 5
Time on Position (UTC)

Field 6
Operating Initials

Field 7
Time Off (UTC)

Field 8
Refer to Code Field

Field 9
FCTs Leave Blank

Field 10
type of position being combined with

Note: If the second page (back-side) of FAA Form 7230-10 is used, then fields 1, 2, 3 and 4 on that page shall also be completed. When a mistake is made in filling out fields 5, 6, 7, 8, 9, or 10 - if the portion of the line that is incorrect can be legibly corrected, then line out that portion only and write the correct information. If the incorrect portion cannot be legibly corrected, then line out the entire line and write the correct information on the next line.

Sample Position Log with Ground Control combined with Local Control

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) Pos Type	(4) DATE
X Y Z		G C	M M D D Y Y

(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) Code	Where Combined (9) POSITION IDENTIFIER	Where Combined (10) Position Type
1 1 0 0		1 9 0 0			L C

CODE:
C = ATCS/ATA
S = Supervisor/Staff Spec.
T = Trainee/Developmental
M = Trainee/Developmental Monitoring
R = Trainee/Developmental Certification/ Evaluation

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Field 1
Facility 3 Ltr ID

Field 2
FCTs Leave Blank

Field 3
2 Ltr Position ID

Field 4
Date MM/DD/YY

Field 5
Time on Position (UTC)

Field 6
Operating Initials

Field 7
Time Off (UTC)

Field 8
Refer to Code Field

Field 9
FCTs Leave Blank

Field 10
type of position being combined with

Note: If the second page (back-side) of FAA Form 7230-10 is used, then fields 1, 2, 3 and 4 on that page shall also be completed. When a mistake is made in filling out fields 5, 6, 7, 8, 9, or 10 - if the portion of the line that is incorrect can be legibly corrected, then line out that portion only and write the correct information. If the incorrect portion cannot be legibly corrected, then line out the entire line and write the correct information on the next line.

Appendix 6 – Opening and Closing Checklists

Opening Checklist

- ✓ **Start Voice Recorder**
- ✓ **Review R & I Folder**
- ✓ **Review SIA Items**
- ✓ **Review Previous Day's Log**
- ✓ **Access NOTAM website/print appropriate NOTAMS and post next to SIA items**
- ✓ **Verify NOTAMS with appropriate AFSS if unable to retrieve online**
- ✓ **Check Monitor Panels**
- ✓ **Review field conditions**
- ✓ **Visually check the movement area for any deficiencies**
- ✓ **Select Active Runway**
- ✓ **Check Transmitters and Receivers**
- ✓ **Check Recorders**
- ✓ **Record and Broadcast ATIS Information**
- ✓ **Assume control of Airfield Lighting when appropriate and adjust as necessary**
- ✓ **Advise SGF Approach Control / Coordinate Approach to be used / Obtain briefing on inbound traffic, clearances issued, obtain time check, etc.**
- ✓ **Complete altimeter comparison check from AWOS with DASI the first day of each calendar month and document on FAA Form 7230-4 the results, ie: + or – 02 degrees.**
- ✓ **Make Opening Broadcast: (BRANSON TOWER AND CLASS DELTA AIRSPACE IS RESUMED AT THIS TIME, RWY __ IN USE, ATIS INFORMATION (current ATIS code) CURRENT. ANY VEHICLES, AIRCRAFT, OR PERSONNEL PLEASE ADVISE**
- ✓ **Switch ATIS/AWOS interface Switch to ATIS**
- ✓ **Each Sunday Opening Shift will complete a radio check on the backup radio's using battery power and document the results on FAA Form 7230.4.**

Closing Checklist

- ✓ **Transmit over GC/LC frequencies Closing Broadcast: (BRANSON TOWER AND CLASS DELTA OPERATIONS ARE TERMINATED AT THIS TIME. THE COMMON TRAFFIC ADVISORY AND PILOT OPERATED APPROACH LIGHTING FREQUENCY IS 128.15. FOR CLEARANCES OR CANCELLATIONS CONTACT SFG APPROACH ON FREQUENCY 126.35. CLASS ECHO AIRSPACE IS IN EFFECT**
- ✓ **Bundle Flight Progress Strips**
- ✓ **Close out position logs**
- ✓ **Print daily traffic count information**
- ✓ **Enter traffic count into OPSNET**
- ✓ **Verify NOTAMS on NAIMES Computer**
- ✓ **Print and Sign FAA Form 7230-4**
- ✓ **Notify SGF Approach Control and forward WX if requested**
- ✓ **Check ILS Monitor Panel**
- ✓ **Record New NOTAM information on AWOS/ATIS if necessary**
- ✓ **Set Airfield Lighting to appropriate Mode, ie: AUTO, PAPI LGTS ON**
- ✓ **Toggle from "ATIS" to "AWOS"**
- ✓ **Validate Closing Broadcast on ATIS**
- ✓ **Ensure the Daily Opener Board is dated and initialed by the controller assigned to open the next day IAW BBG SOP 7110.65 paragraph 2-4-3 a (20)**
- ✓ **Set thermostat to comfortable level**
- ✓ **Turn off Recorders on second floor**
- ✓ **Ensure Tower Entry Door is Secure**
- ✓ **Ensure Cab Door is unlocked so airport personnel can enter after hours**
- ✓ ***NOTE –***
  Print monthly traffic count information on last shift of the month

Appendix 7 - Late Opening Procedures/Point of Contact Card

(Front of Card)

Late Opening Procedures:

1. Notify the ATM/designee as appropriate.
   (If unable to contact the ATM/designee, proceed with items 2-5, as appropriate.)

2. Proceed to the facility immediately, or call the ATCS living in closest proximity to the facility to open.
3. Notify SGF Approach at 417 868-5620 and declare ATC Zero as of scheduled facility opening time.
4. Notify BBG Airport Management at: 417 334-8002
5. Notify Midwest ATC via emergency number: (913) 568-7054.
6. Notify ROC at: (816) 329-3000

After Opening the Tower:

1. Notify SGF Approach (via the opening checklist) and cancel ATC Zero.
2. Notify BBG Airport Management.
3. Notify Midwest ATC Manager, Air Traffic Services at (913) 782-7082 x212
4. Notify ROC and cancel ATC Zero.

(Back of Card)

Facility Points of Contact (POC)

Steven Cavener	ATM
Joanne Boyer	ATCS
Garry Evans	ATCS
William Gentile	ATCS
Kellie Hoots	ATCS

Appendix 8 – Watch Checklist

DAILY TASKS	0700 - 1445	1315 - 2100
The Watch Supervisor/CIC shall perform a routine check of equipment listed in this section including:	✓	✓
Ensure proper operation of the Voice Recorder by checking each frequency, including ATIS.	✓	✓
Check the following frequencies: (128.15, 118.4, and 121.5)	✓	✓
Check the ATIS status	✓	✓
Ensure proper operations of AWOS/DASI	✓	✓
Airport Lighting Panel	✓	✓
ILS monitor system	✓	✓
Obtain appropriate NOTAMS	✓	✓
Airport Emergency Ring Down Line (Crash Phone) at 0830L	✓	
Battery Powered Radios to be completed each Sunday Morning	✓	
Light Guns	✓	✓
Switch PET-2000 transceivers (PET-A/PET-B)	✓	✓
PET-2000 backup transceivers by transmitting on frequencies (128.15, 118.4, and 121.5)	✓	✓
Perform air-to-ground test on 121.5 from backup radio	✓	✓
Compare DASI to AWOS altimeter settings. If difference exceeds 0.02 in. Hg. remove the DASI from service and notify Tech Ops. When the difference is less than or equal to 0.02 in., the value (+ or -) is applied as the correction factor to determine the correct altimeter setting. Ensure that the necessary altimeter correction factor is entered in the space provided on the DASI and document monthly comparison check on FAA Form 7230.4.	✓	

Appendix 9 – Runway Opening/Closing Checklist

Runway **Opening** Checklist (Shall be accomplished by the CIC)

1. Coordination
   a. Airport Management
      1.) If applicable, verify barricades and Runway X markings have been removed
      2.) Verify FOD check complete.
   b. All Control Positions
   c. Springfield Approach
   d. If applicable, Tech Ops
2. SIA
3. Airfield Lighting (Test for operational use as appropriate)
4. NAVAIDs
5. ATIS
6. Daily Operations Log entries
7. NOTAM Cancellation (Verification)

Runway **Closure** Checklist (Shall be accomplished by the CIC)

1. Coordination
   a. Airport Management
      1.) If applicable, verify barricades and Runway X markings have been installed
      2.) Verify FOD check complete.
   b. All Control Positions

c. Springfield Approach

d. If applicable, Tech Ops

2. Memory Aids in place for effected Runway(s)

3. SIA

4. Airfield Lighting (During hours of tower operation, lighting shall be turned off for the closed runway(s), if the runway closure continues during the hours the tower is not operating, coordinate with airport management to override PCL, [CIC shall test PCL lighting to ensure it is not functioning)

5. NAVAIDs

6. ATIS

7. Daily Operations Log entries

8. NOTAM Cancellation (Verification)