

WPR22FA068

AIR TRAFFIC CONTROL

Group Chair's Factual Report - Attachment 4
SEE ATCT Facility Records and Documentation

Air Traffic Mandatory Occurrence Report

SEE-M-2021/12/27-0001

1. Reporting FAC ID			2. Date UTC (dd/mm/yyyy)								3. Time UTC				4. Significant Occurrence?	
S	E	E	2	8	1	2	2	0	2	1	0	3	1	4	☒ Yes ☐ No	
5. MOR reported by (select one): ☐ Controller providing services ☐ FLM ☐ Internal Facility Review ☐ CIC ☐ Aircraft Owner/Operator ☐ Electronically Detected ☐ External Facility Referral ☐ Hotline (Describe in summary) ☐ Other (Describe in summary)														6. Did equipment outage potentially contribute to this event? ☐ Yes ☒ No		
Training in progress? ☐ Yes ☒ No Nearest Airport: <u>SEE</u>														Alert #: _____		
Emergency MORs																
H1. MOR type - in-flight emergency conditions involving (select one): ☐ Medical emergency ☐ Inflight equipment malfunction ☐ Pilot Disorientation ☐ VFR in/on top IFR conditions ☐ Fuel quantity ☐ Bird strike ☒ Other (describe in summary)																
H1a. Aircraft information:																
Aircraft ID		Aircraft type/suffix		IFR/VFR:		Facility communicating with A/C		Position communicating with A/C		Frequency						
N880Z		LJ35		☐ IFR ☒ VFR		SEE		LC-S		120.7						
H1b. Malfunctioning equipment component:				H1c. Passenger or crew condition:				H1d. Medical assistance aboard:								
								☐ Yes ☐ No ☐ Unknown								
Only complete for mechanical MORs				Only complete for medical MORs												
H2. MOR type - in-flight security conditions involving (select one): ☐ Laser light illumination ☐ Hijack ☐ Bomb threat																
H2b. Nearest major city:				H2c. Altitude:		H2d. Route information:										
Only complete for laser light illuminations						Departed		Destination		Diverted to						
H2e. Location (lat/long or fix/radial distance);				H2f. Time DEN notified (UTC):		SNA		SEE								
METAR Observation																
KSEE 280255Z VRB05KT 3SM BR BKN020 OVC026 10/08 A2998																
Previous Note(s)																
On Dec 28, 2021 @ 12:48 EST/EDT, Jon Clark @ ANM wrote: SEE Tower: Please attach audio file for LC from first contact with N880Z to final transmission from the aircraft. Please indicate start time in HH:MM:SS and do not use skip silence. Thank you!																

Air Traffic Mandatory Occurrence Report

[SEE-M-2021/12/27-0001](#)

Summary	
	J1. Summary - provide a brief summary for all MORs in this section that will provide enough information for QA to understand what occurred. Include information about items that require additional information in the specific MOR you are reporting. N880Z INBOUND VIA RNAV17 REPORTED FIELD IN SIGHT, REQUESTED TO CANCEL VFR AND LAND RUNWAY 27. A/C OVER FLEW TO MAKE LEFT TRAFFIC AND IMPACTED TERRAIN ON LEFT BASE TO FINAL FOR RWY27R.
QA Summary	
	Reviewed FALCON replay, SEE audio and RNAV GPS 17 Approach. N880Z was cleared for and flying the RNV GPS RWY 17 approach to SEE. On SEE Tower frequency, N880Z reported the airport in sight and requested to cancel IFR. SEE LC accepted the cancellation and pilot requested RWY 27. LC cleared N880Z to overfly the field, left traffic for RWY 27R and a landing clearance for 27R. Pilot acknowledged and requested that lights be turned up. LC advised lights were at 100% already. N880Z overflew the field, made a left turn and impacted terrain east of the field. J Clark 12/29/2021

System Service Review

SEE-S-2021/12/27-0001 ☐ Decline this SSR

* Indicates required item

Preliminary Data:

Date* (UTC)	Start Time* (UTC)	End Time* (UTC)	Position
Dec 28, 2021	0220Z	0320Z	LC-S
Aircraft #1	A/C Type		Aircraft #2
N880Z	LJ35	☐ IFR ☒ VFR	
			A/C Type
			☐ IFR ☐ VFR

Training:

Were any training issues identified? *

☐ Yes ☒ No

21-001-SEE
N880Z

1/6/2022

Weather:

*What were the prevailing weather conditions?**☐ IFR ☒ VFR ☐ Other*Was any pertinent precipitation depicted on the radar?**☒ Yes ☐ No

Explain *

Scattered rain throughout the county.

37 of 1000 characters used.

*Did LLWAS alert?**☐ Yes ☒ No ☐ N/A*Were weather phenomena a factor?**☐ Yes ☒ No21-001-SEE
N880Z

1/6/2022

Were any SIGMETs or PIREPs in effect?*

☒ Yes ☐ No

Explain *

Hazardous WX info was documented on the current and previous ATIS.

66 of 2000 characters used.

Efficiency:

Were any efficiency issues identified? *

☐ Yes ☒ No

Airspace/Airport:

Were any airspace/airport issues identified? *

☐ Yes ☒ No

Procedures:

Were any procedural issues identified? *

☐ Yes ☒ No

Directives:

Were any directive issues identified? *

☐ Yes ☒ No

Equipment:

Were any equipment issues identified? *

☐ Yes ☒ No

21-001-SEE
N880Z

1/6/2022

Customer Feedback:

*Was there customer feedback regarding the operation during this review session? **

☐ Yes ☒ No

Resource Management:

*Were any resource management issues identified? **

☐ Yes ☒ No

Individual Performance:

*Was any notable individual performance identified? (Exemplary and/or needing improvement)**

☐ Yes ☒ No

Supporting Data:

Voice Recording – 12-28-21

Add Attachment

Select type... ▼

Findings and Corrective Action:

*Is corrective action required?**

☒ Yes ☐ No

Draft CAP

QC Comments *

CAP created to review solicitation and dissemination of PIREPS even during extremely slow times.

96 of 3500 characters used.

21-001-SEE
N880Z

1/6/2022

Covered Event Review

SEE-C-2021/12/27-0001

A1. FAC ID			A2. Date UTC (mm/dd/yyyy)								A3. Start Time UTC				A4. End Time UTC				A5. Position
S	E	E	1	2	2	8	2	0	2	1	0	2	4	5	0	3	4	5	LC-S
A6. Aircraft #1										A7. Aircraft #2									
Aircraft ID			Aircraft Type/Suffix			IFR/VFR					Aircraft ID			Aircraft Type/Suffix			IFR/VFR		
N880Z			LJ35			IFR													
Individual Performance																			
1. Was any notable Individual performance identified? (Exemplary and/or needing improvement)																			
☐ Yes ☒ No																			
2. Employee #1																			
Employee										Position				ATSAP Filed					
Hurlbert, Robert L (RH)										LC-S				Yes					
Explanation Robert was working the LC-S position and has been a CPC at SEE ATCT for ten years. N880Z LJ35 reported on frequency on the GPS RWY 17 approach and was cleared to land RWY 17. N880Z canceled IFR and requested to circle to RWY 27R. IFR cancelation was received. LC-S instructed the aircraft to overfly RWY 17 and make left traffic RWY 27R. LC-S cleared N880Z to land RWY 27R. N880Z crashed approximately 2 miles east of the field with 4 fatalities.																			
Training																			
1. Were any training issues identified?																			
☐ Yes ☒ No																			
Weather																			
1. What were the prevailing weather conditions?																			
☐ IFR ☒ VFR ☐ Other																			
2. Was any pertinent precipitation depicted on the radar?																			
☒ Yes ☐ No																			
If yes, explain																			
Marginal VFR. Scattered Rain throughout the county.																			
3. Did LLWAS alert?																			
☐ Yes ☒ No ☐ N/A																			
4. Were weather phenomena a factor?																			
☒ Yes ☐ No																			
☐ Turbulence ☐ Icing ☐ Thunderstorm ☒ Low Ceilings ☐ Break Conditions ☐ Wind Shear ☐ Other																			
5. Were any SIGMETs or PIREPs in effect?																			
☒ Yes ☐ No																			
If yes, explain																			
SIGMETs recorded on ATIS. Previous operation, an arrival, was 45 minutes prior to N880Z checking on the frequency.																			

Covered Event Review
SEE-C-2021/12/27-0001

	Airspace/Airport
	1. Were any airspace/airport issues identified? ☐ Yes ☒ No
	Procedures
	1. Were any procedural issues identified? ☐ Yes ☒ No
	Directives
	1. Were any directive issues identified? ☐ Yes ☒ No
	Equipment
	1. Were any equipment issues identified? ☐ Yes ☒ No
	Resource Management
	1. Were any resource management issues identified? ☐ Yes ☒ No
	Additional Comments
	Robert is a ten year veteran and performed as one. Robert used proper phraseology, maintained professionalism and remained calm and collected the entire time. No fundamental issues were discovered.
	QC Comments
	We found that due to limited traffic during inclement weather, we should request PIREPs from the first available aircraft because we may not have another opportunity to do so.
	Review Team

DAILY RECORD OF FACILITY OPERATION				PAGE NO Page 1 of 1
				DATE Dec 27, 2021
LOCATION	IDENTIFICATION	TYPE FACILITY	OPERATING POSITION	CHECKED BY 
San Diego/El Cajon, CA	SEE	ATCT	OS / CIC	AIR TRAFFIC MANAGER Nathan T. Fischer
UTC TIME	REMARKS			
1500	CFPL: LOC/DME OTS PER SOC (MX) J. GREENBLATT ON. RYS27L/R IN USE -- KE			
1507	LOC/DME RTS PER SOC (JT) -- KE			
1621	H. TAMEZ ON. -- KE			
1633	WCLC. -- SA			
1659	T. BARTELS ON. -- TB			
1824	A. SAGASTUME ON. -- AS			
1918	T. BARTELS ON. -- AS			
1932	S. KRUG ON. -- TB			
2003	A. SAGASTUME ON. -- SN			
2110	WCLC. -- AS			
2124	S. KRUG ON. -- AS			
2157	H. TAMEZ ON. -- SA			
2231	S. KRUG ON. -- SA			
2315	R. HURLBERT ON. -- SA			
0019	A. SAGASTUME ON. -- AS			
0130	R. HURLBERT ON. -- AS			
0232	J. COXWORTH ON. -- GQ			
0500	LAST ATIS I. CCB. -- MX			
0515	SEE-M-2021/12/27-0001 -- N880Z -- GQ			
I CERTIFY that entries above are correct, that all scheduled operations have been accomplished except as noted, and that all abnormal occurrences and conditions have been recorded.		SIGNATURE(S) OF WATCH SUPERVISOR(S) 		

FAA Form 7230-4



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Gillespie Field Airport Traffic Control Tower

SEE ATCT
7232.1

SUBJ: Gillespie Field Airport Traffic Control Tower Standard Operating Procedures

- 1. Purpose of This Order.** This order prescribes Standard Operating Procedures (SOP) for Gillespie Field (SEE) Airport Traffic Control Tower (ATCT).
- 2. Audience.** This order applies to all Gillespie Field Airport Traffic Control Tower personnel.
- 3. Where Can I Find This Order?** This order is retrievable via FAA Intranet at <https://loa.faa.gov>.
- 4. Cancellation.** Gillespie (SEE) Standard Operating Procedures 7232.2F, dated October 1, 2017; Gillespie Tower Stripmarking Procedures 7110.11P CHG 1, dated January 10, 2013; SEE N7232.5 Weather Dissemination Procedures, dated December 13, 2017; SEE N7232.6 Strip Marking Procedures-Departures, dated December 15, 2017; SEE N7232.8 Pre-Duty Familiarization: CEDAR, dated April 1, 2018; SEE N7232.9 Aeronautical Information System Replacement (AISR) Procedures, dated May 16, 2018; SEE N7232.10 Pre-Duty Weather Briefing Tracking Mechanism, dated June 20, 2018; SEE N7232.11 Multiple Runway Crossing Requirements, dated July 23, 2018; SEE N7232.12 Memory Aids, dated July 23, 2018; and, SEE N7232.13 Procedures for Opening and Closing Runways, dated August 1, 2018.
- 5. Effective Date.** 9/1/2018.
- 6. Distribution.** This order is distributed at the facility level and retrievable from the FAA Directives Repository.
- 7. Procedures.** This order prescribes air traffic control procedures and phraseology for use by Gillespie Tower personnel. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations that might not be covered in this document.
- 8. General.**
 - a. Daily Record of Facility Operations (FAA FORM 7230-4).**
 - (1) The Operations Supervisor (OS)/Controller-In-Charge (CIC) is responsible for the completeness and accuracy of the Daily Record of Facility Operations IAW FAA JO 7210.3.
 - (2) The Daily Record of Facility Operations must be completed via Comprehensive Electronic Data Analysis and Reporting (CEDAR).
 - (3) When CEDAR is unavailable, a paper log must be used.
 - (4) The first entry of the day will be the time the tower opens.

Distribution: SEE ATCT, FAA Directives Repository

Initiated By: SEETCT

- (5) The last entry will be the time the tower closes.
- (6) When using CEDAR the Close of Business "COB" box must be checked in order to officially close out the log.

Note: Changes to the Daily Record of Facility Operations cannot be made after the Close of Business (COB) box is checked and the entry is submitted.

- (7) Active Runway(s) and any changes throughout the day must be documented.
- (8) Below are some common examples of occurrences that must be documented on FAA FORM 7230-4. When in doubt make an entry.
 - (a) Opening/Closing statement.
 - (b) Active Runway changes.
 - (c) Equipment outages.
 - (d) Mandatory Occurrence Reports (MOR).
 - (e) Notice to Airmen (NOTAM).
- (9) The "E" is to be used on entries which require Technical Operations (Tech-Ops) involvement for FAA equipment. The "E" is not required for routine maintenance items, carryover entries on previously entered equipment malfunctions or county equipment.

Examples of FAA equipment: Flight Data Input Output (FDIO)/Printers, Automatic Terminal Information Service (ATIS), Wind/Altimeter Instruments, Radios, Visual Approach Slope Indicator (VASI), Precision Approach Path Indicator (PAPI), LOC-D, Headset Jacks, Remote ARTS Control Displays (RACD), Enhanced Terminal Voice Switch (ETVS) Consoles, Portable Emergency Transmitter (PET) 2000 and Light Guns.

Examples of County equipment: Runway/Taxiway lights, Airport signage, Rotating Beacon, Automated Weather Observing System (AWOS), Wind Socks, Heartland Handheld Radio and Crash Phone.

b. Positions of Operation.

- (1) Operations Supervisor/Controller in Charge (OS/CIC).
- (2) Local Control North (LC-N).
- (3) Local Control South (LC-S).
- (4) Local Assist (LA).

- (5) Ground Control (GC).
- (6) Flight Data (FD).
- (7) Clearance Delivery (CD).

Note: CD is normally combined to FD and may also be combined with GC.

c. Position Sign On/Off Procedure.

- (1) CRU-X/ART is the primary method for tracking controller position assignments.
- (2) If CRU-X/ART is out of service, controllers are responsible for signing on/off operational positions using FAA Form 7230-10.

d. Transfer of Position Responsibility.

- (1) Controllers must follow direction of FAAO 7110.65 Appendix A (Standard Operating Practice for the Transfer of Position Responsibility) and FAA JO 7210.3 Section 2 (Responsibilities, Duty Familiarization and the Transfer of Position Responsibility).
- (2) The checklists in Appendix B contain detailed listings of items that could affect an operational position and must be used in each position relief briefing. Each specific checklist is designed to provide a general reference outlined of responsibilities while signed on as the OS/CIC. The checklists are not all-inclusive and therefore must be used in conjunction with situation awareness.
- (3) When transferring position responsibility, controllers at Gillespie Tower must use the checklists contained in Appendix B of this order. During position relief briefings controllers shall make verbal reference to key items (denoted by bold print on each checklist). Additional items in the checklists are intended as a general list of elements that may affect the position's operation and cannot be considered all-inclusive. When positions are combined, controllers must refer to all checklists applicable to the combined operation.
- (4) Position relief briefing must be conducted verbally and recorded using the interphone system.
- (5) Both controllers share the responsibility of ensuring a complete briefing is accomplished.
- (6) The relieving controller may state "preview complete" to indicate that current weather, altimeter and information posted on the Status Information Area (SIA) has been reviewed and understood.
- (7) The relieving specialist is responsible for ensuring any unresolved questions

pertaining to the operation of the position are resolved prior to accepting responsibility.

- (8) A certified controller must be plugged in at all times when a position transfer is being conducted.
- (9) The controller being relieved must monitor the position with an overlap 2 minutes and must make a recorded statement via the position's ETVS to mark completion of the overlap.
- (10) The two (2)-minute overlap procedure is applicable to all operational positions, including Local Assist (LA), Local Control (LC), Ground Control (GC), Flight Data (FD), Clearance Delivery (CD), and Watch Supervisor (OS/CIC). No positions are exempt from the 2-minute overlap requirement.
- (11) When training is in progress, special care must be taken to ensure the responsible instructor always maintains the capacity to take over the position.
- (12) The following positions are critically dependent and must not be relieved simultaneously: LC, GC and OS/CIC.

e. CRU-X/ART.

- (1) CRU-X/ART must be used to sign employees on/off duty and record position/work assignments.
- (2) The OS/CIC is responsible for signing employees on/off duty using CRU-X/ART.
- (3) An employee's sign on time is when they report to the cab, ready for work. Therefore, you must be upstairs in the cab before or at your scheduled start time, unless other duties are assigned.
- (4) Employees requesting leave or excused absence are responsible for signing themselves out and indicating the type of leave or excused absence used.

f. Requests for Leave and Excused Absence.

- (1) All leave and excused absence requests should be made using WMT Scheduler.

Note: All leave and excused absence requests must be approved by the Air Traffic Manager or OS. The CIC may approve spot leave for the shift being worked when ATM/OS is unavailable.

g. Interphone Intrafacility Coordination.

- (1) When practical, the following types of coordination must be recorded using the interphone system:

- (a) Active runway crossing and completions.
- (b) Requests to control or utilize a movement area owned by another controller.
- (2) The following procedures must be used at Gillespie for recorded coordination:
 - (a) Listen before you speak.
 - (b) Positions do not need to identify themselves.
 - (c) Caller states the message.
 - (d) Receiver states appropriate response.
 - (e) Both parties end call with operating initials.

h. Duty Familiarization.

- (1) All operational personnel, prior to working their first control position of their duty day, must view and listen to the recorded Center Weather Service Unit (CWSU) briefing when available with the following requirements:
 - (a) The Air Traffic Manager must ensure that the CWSU briefings are accessible on the computer(s) in the Training Room on the fifth floor. If the computers are unavailable, the briefing must be made available on a computer in the tower cab.
 - (b) Employees must be prepared to view and listen to the CWSU briefing at the start of their shift.
 - (c) Employees must ensure they are signed into the CRU-X/ART to indicate they have arrived and are receiving the CWSU briefing.
 - (d) The opening OS/CICs must print out the WebScheduler Work Sheet View page to display the shifts and personnel for that day.
 - 1. The OS/CIC must verify each employee has completed the requirement to receive the Pre-Duty Weather Briefing upon entering the tower cab.
 - 2. The OS/CIC must highlight the employee's initials on the WebScheduler Work Sheet View page to track the completion.
 - (e) The closing OS/CIC must place the Webscheduler Work Sheet View Page into the Daily Business tray with the Daily Record of Facility Operations (FAA Form 7230-4) for retention.

- (f) If WebScheduler is down and the OS/CIC is unable to record and track completion of the Pre-duty Weather Briefings on the Work Sheet View page. The OS/CIC must record each employees completion of the Pre-Duty Weather Briefing on the Daily Log FAA Form 7230-4. Example: "CWSU COMPLETE FOR AA, AB AND AC".

9. Facility Equipment and Procedures.

a. Headsets.

- (1) Employees are responsible for headsets after issuance. If headset malfunctions, controllers must return headset to management to receive a replacement.
- (2) Headsets must be returned to management when an employee is no longer assigned to Gillespie.

b. Digital Audio Legal Recorder (DALR).

- (1) The DALR is located on the third floor in the equipment room.
- (2) DALR may only be operated by management, qualified controllers, and maintenance personnel.
- (3) The OS/CIC must ensure that a daily status check of the DALR is conducted as a component of the morning Watch Checklist. DALR system status must be checked at least every 26 hours, therefore a daily check is required between 0645 and 0845 local.
- (4) Review the display of the DALR Management Console to verify:
 - (a) The Simple Network Management Protocol (SNMP) application is operating.
 - (b) There is no alarm indicated for any of the six (6) devices connected to the SNMP application.

Note: Normal operating status is depicted when all six (6)-computer icons have a green-colored background.

- (5) If the DALR is in an alarm state, as indicated by an icon(s) displaying other than green-colored background, inform the OS, ATM, Tech-Ops Technician or Service Operations Center (SOC).

Note: Never exit/close the SNMP application; it may be minimized but never closed. The system status must remain observable to ensure that the DALR is operating.

- (6) Tech-Ops will conduct all periodic maintenance and testing of the DALR.

c. Airport Lighting Panel.

- (1) Located at Local South Position and set IAW current LOA and FAA JO 7110.65.
- (2) Panel issues/RWY light issues must be reported to the County.

d. Automated Weather Observing System (AWOS).

- (1) Located next to Flight Data.
- (2) The AWOS equipment is owned and serviced by the County; therefore, any outages issues will be reported to airport operations.

e. Aeronautical Information System Replacement (AIS-R).

- (1) Aeronautical Information System Replacement (AIS-R) is a web-enabled program used to collect and disseminate weather information such as Aviation Routine Weather Report (METAR), Pilot Report (PIREP), Notice to Airmen (NOTAM) messages, flight plan data and other operational information to all Federal Aviation Air Traffic facilities. <https://www.aisr.nas.faa.gov/AISR/>.
- (2) Anytime METAR, Aviation Selected Special Weather Report (SPECI) or PIREPs are recorded, it must be disseminated via manual entry in the AIS-R.
- (3) User name and password for AIS-R are located in cab.
- (4) If the system is down then disseminate METAR, PIREPS to Los Angeles Center (ZLA) Flight DATA until issue is resolved.
- (5) If you experience any issues with the system contact the NAIMES Help Desk at (866) 466-1336.
- (6) The OS/CIC must ensure hourly reports AIS-R hourly reports are entered, accurate and accepted.

f. Portable Emergency Transceiver (PET2000).

- (1) Located near OS/CIC position.
- (2) Programmable and portable unit for emergency communications and or tower evacuations.

g. Emergency Frequencies.

- (1) Emergency Frequencies 121.5 and 243.0 are not monitored at Gillespie ATCT.

- (2) Southern California TRACON (SCT) is responsible for monitoring the emergency frequencies.
- (3) The PET2000 may be used to transmit/receive on emergency frequencies if necessary.

h. Navigational Aid (NAVAID) Monitor.

- (1) Located next to CIC position.
- (2) Must be monitored continuously during operational hours.
- (3) Visual and aural alarms consisting of:
 - (a) Green for normal.
 - (b) Red for malfunction.
- (4) During a red alarm notify appropriate SCT Supervisor and any aircraft that is on the approach, that the LOC appears out of service. Do not wait for the LOC to go through the six-minute reset sequence.
- (5) During alarm allow for the reset sequence, and if the LOC is still in red alarm status, request a minimum of two (2) pilot reports confirming loss signal and notify SOC and SCT OS.
- (6) The Localizer (LOC) alarm system will be activated when a major or minor parameter fails. A failure will cause a visual and aural alarm in the tower, and the LOC will shut down. The system will then go through the following steps:
 - (a) After approximately one minute, the system will turn the LOC on, and, if operating parameters are met, the LOC will remain on and a green light will appear on the tower status unit.
 - (b) If unsuccessful, the system will shut down for five minutes and then attempt another cycle. If parameters are met, the LOC will return to normal operation and a green light will show on the tower status unit. If parameters are not met, automatic resetting will cease and the system will shut down.

i. Automatic Terminal Information Service (ATIS).

- (1) Located next to FD position.
- (2) Every Monday the Transmitter must be switch to Standby for the first 2 hours of operation (0700-0900L).
- (3) Any outages log and report to SOC.

j. Remote ARTS Color Display (RACD).

- (1) The two (2) monitors located at LC-N and LC-S are certified RADAR displays.
- (2) The two (2) monitors located at FD/CD/GC and CIC are NOT certified.
- (3) Used in conjunction with Standard Terminal Automation Replacement System (STARS) keyboards to enter/display data tag information.
- (4) Tower must depict at a minimum, an 11NM radius circle around SEE airport which constitutes Tower's CTRD coverage area.

k. Digital Altimeter Setting Indicator (DASI).

- (1) All four indicators in the cab are the primary source of altimeter setting (AWOS is the secondary).
- (2) On the first day of each month the DASI are checked against the AWOS reading.
- (3) If DASI values are different than AWOS, that variance number must be added or subtracted from the value displayed on the DASI and annotated on the acrylic glass.
- (4) Note any differences on the acrylic glass panel located next to each DASI, i.e. DEC+01.

l. Stand Alone Wind System (SAWS).

- (1) The official wind instrument sensors give direct-reading of wind direction and speed the instruments displays are located at LC and GC.
- (2) Notify SOC for any continuous discrepancies.

m. Flight Data Input/Output (FDIO).

- (1) The keyboard and monitor is located next to FD/GC.
- (2) Used to input, amend and retrieve flight plan information.
- (3) Used to disseminate METAR/SPECI to SCT.
- (4) Communications are limited to facilities within ZLA airspace.
- (5) Any outages with this equipment are reported to the SOC.

n. Status Information Area (SIA).

- (1) Located next to GC.
 - (2) Used to annotate critical airport and airspace information such as current METAR/SPECI and ATIS code, active RWY in use, approach in use, NOTAMS, PIREP reports, equipment outages, airport activity, delay programs, traffic flow for LAX/SAN, appropriate SOCAL freq. in effect. If the Local positions are de-combined then "SPLIT" is written on the SIA etc.
- o. Standard Terminal Automation Replacement System (STARS) Keyboard.**
- (1) Used in conjunction with the RACD to enter/display data tag information.
 - (2) There are total of three keyboards. Two located near LC-N and LC-S and one near GC/FD.
- p. Crash Phone.**
- (1) The crash phone is a red phone located near the OS/CIC position.
 - (2) It is a direct line to Heartland Fire Department and to the administrative desk in the county building.
 - (3) Any phone issues will be reported to the County for servicing.
- q. Handheld Radio.**
- (1) Located near the OS/CIC position.
 - (2) Used for two-way communications with heartland dispatch and heartland emergency response vehicles (fire trucks, EMT etc.).
 - (3) Any radio issues will be reported to the County for servicing.
- r. Enhanced Terminal Voice Switch (ETVS).**
- (1) Located at each position.
 - (2) Used for radio communications and inter/Intrafacility coordination.
 - (3) Primary and standby receivers and transmitters are available.
 - (4) Every Monday the Transmitter and receivers for all radios must be switch to Standby for the first 2 hours of operation (0700L-0900L).
- s. Position Binders.**
- (1) The binders are located near each respective position.

- (2) They contain reference information and position specific guidance.

t. Emergency Binder.

- (1) Located at the OS/CIC Position.
- (2) Red binder with numerous checklists for different situations that may arise, including Mandatory Occurrence Report (MOR) criteria.

10. Operations.

a. Jurisdictional Boundaries

- (1) Jurisdictional diagrams and boundaries are depicted in Appendix A.
- (2) Gillespie Class D is that airspace extending upward from surface to and including 2,400 feet MSL within a 4.3-mile radius of Gillespie Field Airport,*excluding that airspace within the Miramar MCAS, Class B airspace area and the Miramar MCAS, Class E airspace area.
- (3) Gillespie Class D airspace area is effective during normal operating hours of Gillespie Tower, 0700-2100 local time.

Note: When Gillespie Tower is closed, Gillespie Field Airport falls under Class G airspace.

- (4) During split local control operations:
 - (a) LC-N has jurisdiction of Runway 27R/9L, Taxiway Alpha/Bravo/Delta 2 between the runways and all Airspace North of the extended centerlines of mid field between the runways.
 - (b) LC-S has jurisdiction of Runway 27L/9R, Runway 17/35 between the runways and all Airspace South of the extended centerlines of mid field between the runways.

b. Active Runway Procedures.

- (1) RWYs 27 are designated as the calm wind runway, and will be selected as the active runway(s) anytime the following conditions are met:
 - (a) The wind is closely aligned with RWYs 27.
 - (b) The wind is less than 5 knots.
 - (c) An operational advantage is gained and no greater adverse conditions for the pilots will be experienced due to weather conditions.

Note: Runway 27L is closed between sunset and sunrise.

- (2) When the above conditions cannot be met the active runway will assigned IAW FAA JO 7110.65.
- (3) All runway changes and runway coordination must be accomplished via recorded lines. The OS/CIC must collaborate with LC and GC before designating the active runway(s); this also includes runway changes. Coordination must be accomplished as early as possible.
- (4) The OS/CIC will advise SCT Supervisor of all runway changes.
- (5) GC must obtain approval from LC prior to taxing and aircraft for departure to a non- active runway.

c. Procedures for Opening and Closing Runways. The OS/CIC must use the checklist below when opening or closing a runway.

(1) Coordination.

- (a) Airport management.
- (b) Local control, ground control, flight data/clearance delivery.
- (c) SCT San Diego Area Operations Supervisor.
- (d) Technical Operations (Tech Ops)/Systems Operations Center(SOC).
- (e) SCT Traffic Management Unit.

(2) Memory Aids.

- (a) Runway Status (CLOSED/INCATIVE) placards must be placed at the local and ground control position(s).

(3) Status Information Area (SIA).

- (a) Update to reflect current runway status and condition.

(4) Airfield Lighting.

- (a) Set on/off as applicable.

(5) ATIS.

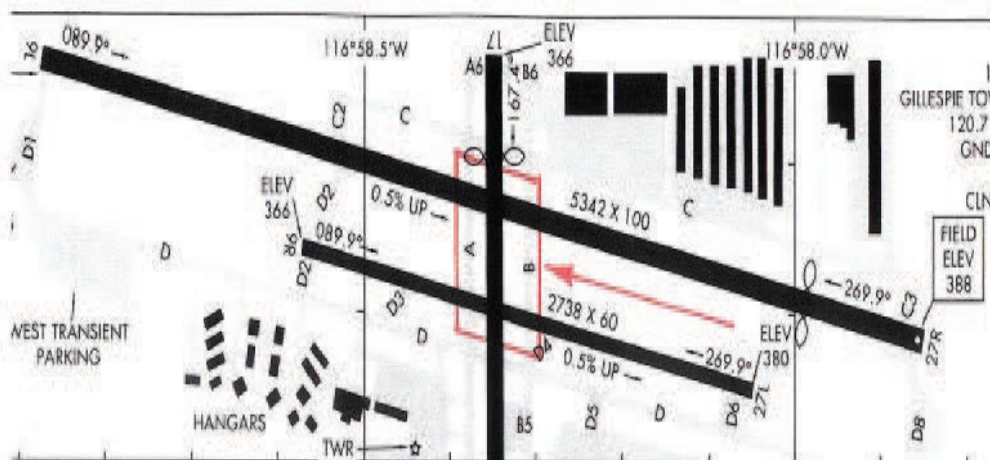
- (a) Update to reflect current runway status and condition.

(6) Entry on SEE ATCT 7230-4 Daily Log.

- (a) Update to reflect current runway status and condition.

d. Multiple Runway Crossing Requirements.

- (1) Multiple runway crossings are authorized at the runways/intersections as depicted in the airport diagram below.



e. Simultaneous Operations on Parallel Runways.

- (1) LC-N and LC-S combined. LC must ensure that aircraft departure/arrival operations on parallel runways are staggered so that a Category III aircraft does not pass a Category I or Category II light weight single-engine propeller driven aircraft or twin-engine propeller aircraft within the runway environment, unless:
 - (a) Either aircraft has been issued a turn to avoid conflict, or
 - (b) Either aircraft has landed and is at taxi speed.
- (2) LC-N and LC-S split. LC-S shall ensure that aircraft departure/arrival operations on RWY 27L/9R are staggered so that LCN Category III aircraft do not pass LC-S's Category I and/or Category II aircraft within the runway environment unless:
 - (a) Either aircraft has been issued a turn to avoid conflict, or
 - (b) Either aircraft has landed and is at taxi speed.
- (3) When LC is split, LC-N or LA shall advise LC-S of the position of a Category III aircraft that may conflict with LC-S's Category I or Category II aircraft within the runway environment.

Note: SEE ATCT has received a waiver that authorizes same direction operations on parallel

runways between Category I and Category II lightweight single-engine propeller driven aircraft and twin-engine propeller aircraft within the runway environment.

f. Intersection Departures.

- (1) GC must obtain approval from LC prior to taxing a departing aircraft to an intersection for departure.
- (2) Remaining runway length for intersection departures.
 - (a) RWY 27R at TWY A = 2700'
 - (b) RWY 27R at TWY B = 2957'
 - (c) RWY 9L at TWY C2 = 3550'
 - (d) RWY 17 at TWY D = 2850'
 - (e) RWY 17 at TWY B5 = 2687'
 - (f) RWY 35 at TWY B2 = 2950'

g. Helicopter Operations.

- (1) LC must coordinate with GC all helicopter operations unless the operation is to an active runway. This also includes operations to/from non- movement areas.
- (2) When GC has released an area of jurisdiction for use by LC for a helicopter operation, GC must ensure movement of ground traffic does not conflict with the helicopter operation until verbal coordination has been received from LC or until visually observing the operation as complete.
- (3) **Pioneer Pattern.** Altitude 700 ft. MSL: Depart south from RWY 35 numbers, Crosswind between Bradley and Vernon Way, Downwind at Wing Avenue, turn Base Leg to fly over the east/west taxi line on the County ramp, do not overfly Taxiway "D", then via RWY 17 remain south of B4 to RWY 35 numbers. Remain south of B4 due to crossing ground traffic. Do not fly over parked or taxiing aircraft.
 - (a) The Pioneer Pattern authorizes LC ownership of all of RWY17 South of B4.
 - (b) Ownership of RWY17 South of B4 will remain in effect throughout the duration of the entire Pioneer operation until LC relinquishes.
 - (c) LC must request the Pioneer Pattern verbally from GC on the recorded line.

- (d) GC must use a memory to indicate the Pioneer Pattern is active. GC must write "Pioneer" on the Status Information Area (SIA) reinforcing the need for greater diligence.
- (e) LC must coordinate with GC verbally on the recorded line when the Pioneer Pattern is complete.

EXAMPLE:

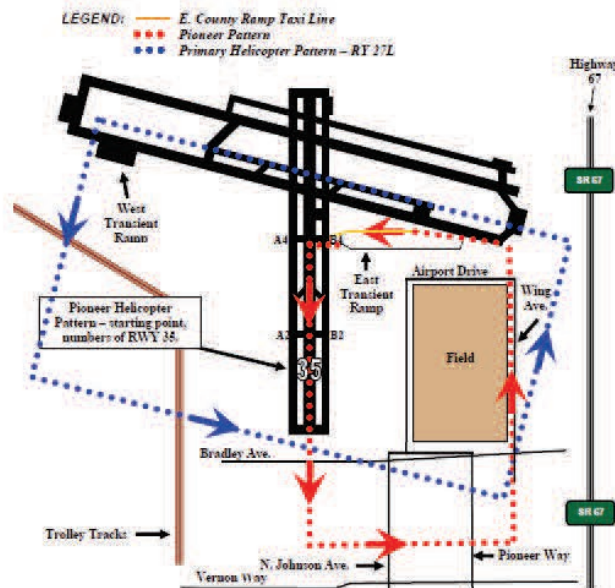
LC- "GROUND CONTROL, LOCAL CONTROL. REQUEST PIONEER PATTERN".

GC- "PIONEER PATTERN APPROVED, OPERATING INITIALS".

LC- "GROUND CONTROL, LOCAL CONTROL. PIONEER PATTERN COMPLETE, OPERATING INITIALS".

GC- "OPERATING INITIALS".

- (4) GC shall state any restriction to the operation if needed.

**h. Banner Tow Operations.**

- (1) Banner tow operations are conducted north of runway 27R/9L and South of Taxiway Charlie (Banner East, Banner West and Banner West West).
- (2) LC shall coordinate with GC all banner tow pick up/drop operations.

- (3) LC must ensure the banner is not on the runway after a banner drop prior to authorizing subsequent runway operations.

i. Memory Aids. Memory aids are used to assist the local and ground controllers in maintaining awareness of aircraft positions on or near the airport. Memory aids are mandatory for the following operations:

(1) Runway Status (CLOSED/INACTIVE).

- (a) Red and white "CLOSED/INACTIVE" placards are located at the local and ground control position(s).



(2) Runway Crossing.

- (a) The "RUNWAY IN USE" placards are located at the local control position(s).



(3) Vehicle, Personnel or Equipment on Active Runway(s).

- (a) The "RUNWAY IN USE" placards are located at the local control positions.



- (b) The “DO NOT CROSS” placard is located at the ground control position.



(4) Line Up and Wait (LUAW).

- (a) A green “LUAW” sign located on the RACD is used to indicate LUAW operations are in effect.



- (b) A red “LUAW” sign located on the RACD is used when LUAW operations are not authorized.



- (c) A red and white “LUAW” placard located at the local control position(s) is used when issuing an aircraft LUAW instructions.



(5) Landing Clearance.

- (a) A check (✓) mark must be written on the notepad located at the local control position(s) to indicate when a landing clearance is issued.

j. Line Up and Wait (LUAW). The intent of LUAW is to position an aircraft for imminent departure. Traffic information may be omitted when the traffic is another aircraft which has landed on or is taking off the runway and is clearly visible to the holding aircraft. Do not use conditional phrases such as “behind landing traffic” or “after the departing aircraft.”

(1) Memory Aids.

- (a) The LUAW memory aid must be used when LUAW is authorized. Ensure the green “LUAW” sign located on the RACD between LC-N and LC-S is displayed when LUAW is in effect.
- (b) The LUAW memory aid must be used when LUAW is not authorized. Ensure the red “NO LUAW” sign located on the RACD between LC-N and LC-S is displayed when LUAW is not authorized.
- (c) LC-N and LC-S must use a memory aid identifying when and aircraft has been issued LUAW instructions. The red and white “LUAW” placard must be used when issuing LUAW instructions.

(2) Operations.

- (a) Local control position must not be consolidated/combined with any other non-local control position. For example, local control must not be consolidated/combined with the OS/CIC position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local assist) or local monitor position.
- (b) The OS/CIC position should not be combined with any other position.
- (c) The OS/CIC must ensure with they maintain situational awareness and manage the operational environment with a goal toward eliminating distractions when LUAW is in effect.

(3) Procedures.

- (a) Do not issue a clearance to an aircraft requesting a full-stop, touch- and-go, stop-and-go, option or unrestricted low approach with an aircraft holding in position, taxiing into position or has been cleared to Line Up and Wait until the aircraft in position starts takeoff roll.
- (b) Do not authorize an aircraft to LUAW if an aircraft has been cleared to

land, touch- and-go, stop-and-go, option or unrestricted low approach to the same runway.

- (c) When an aircraft is authorized to line up and wait, inform it of the closest traffic requesting a full-stop, touch-and-go, stop-and-go, option, or unrestricted low approach to the same runway.
- (d) LUAW is not authorized at intersections.
- (e) LUAW operations are only permitted during daylight hours (sunrise to sunset) and when weather is Visual Flight Rules (VFR). LUAW operations are not permitted when the departure point is not visible from the tower, or, if existing conditions make it difficult to see an aircraft holding in position (for ex. Sun glare or reduced visibility).
- (f) When a local controller delivers or amends an ATC clearance to an aircraft awaiting departure and that aircraft is holding short of a runway or is holding in position on a runway, an additional clearance must be issued to prevent the possibility of the aircraft inadvertently taxiing onto the runway and/or beginning takeoff roll. In such cases, append one of the following ATC instructions as appropriate:
 - 1. HOLD SHORT OF RUNWAY, or
 - 2. HOLD IN POSITION.

k. Opposite Direction Operations. Below is a summary of the ODO procedures. For further information reference the current SCT-SEE INTEFACILITY LOA.

(1) Definitions.

- (a) **Opposite Direction Operations.** IFR/VFR Operations conducted to the same or parallel runway where an aircraft is operating in the reciprocal direction of another aircraft arriving, departing or conducting an approach.
- (b) **Memory Aid.** A device, or aural and/or visual cue which acts as a reminder.

Note: As defined above, an opposite direction operation requires two (2) aircraft operating as described. While an aircraft conducting an approach counter to the runway in use (active runway or advertised runway) may not be considered ODO due to lack of an active departure, the operation does not relieve the Southern California Terminal Radar Approach Control (TRACON) controller from the requirement to coordinate with Gillespie Field (SEE) Airport Traffic Control Tower (ATCT) controller for an operation to a runway other than that which is active/advertised.

(3) Responsibilities.

- (a) Gillespie Tower and SCT share responsibilities to coordinate ODO and issue traffic advisories as prescribed in the LOA.
- (b) SCT is responsible to apply the cutoff point(s) between arriving and departing IFR aircraft as prescribed in the LOA.
- (c) SCT is responsible to apply the cutoff point(s) between successive IFR ODO arrivals as prescribed in the LOA.

(4) Procedures for aircraft receiving IFR services.

(a) General.

- 1. Do not allow opposite direction same runway operations with opposing traffic inside the cutoff point unless an emergency situation exists.
- 2. Use of visual separation is not authorized for aircraft receiving IFR services that are conducting ODO to the same runway.
- 3. Ensure that ODO conducted from parallel runways provide for a turn away from the opposing traffic when inside of the cutoff point to the other runway. Visual separation may be applied after the turn away from conflicting traffic is issued.
- 4. Traffic advisories must be issued to both the arriving and departing aircraft.

EXAMPLE: "OPPOSITE DIRECTION TRAFFIC (DISTANCE) MILE FINAL (TYPE A/C). OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (NUMBER), (TYPE A/C)."

(b) Coordination.

- 1. Tower and SCT are responsible for initiating coordination required to accomplish an opposite direction arrival or departure.
- 2. Tower must verbally request opposite direction departures with SCT.
- 3. SCT must verbally request opposite direction arrivals with Tower.
- 4. Initial coordination must be on a recorded line and must state, "OPPOSITE DIRECTION". Also include: IFR/VFR status, call sign, type, and arrival or departure runway.

5. All subsequent coordination must be on a recorded line and must state, "OPPOSITE DIRECTION".
6. Stating the phrase "OPPOSITE DIRECTION" while coordinating serves as a memory aid for the controllers, reinforcing the need for greater diligence.

(c) **Cutoff Procedures.** For Aircraft receiving IFR services and conducting opposite direction same runway operations.

1. A departing aircraft, including an aircraft performing a touch-and-go or stop- and-go, must be airborne and issued a turn to avoid conflict prior to an aircraft reaching a point ten (10) NM miles from the airport.
 - a. SCT must retain communications with the arriving aircraft until after the opposite direction departure is airborne and has established communication with SCT.
2. An Arriving aircraft performing a go-around, low approach or missed approach must be issued a turn to avoid conflict prior to an aircraft reaching a point ten (10) NM miles from the airport.
3. An arriving aircraft must have landed prior to an aircraft reaching a point ten (10) NM miles from the airport.
 - a. SCT arrival sector must receive verbal notification from TOWER, confirming the opposite direction arrival has landed, prior to an opposing arrival reaching the cutoff point described above.
 - b. SCT must retain communications with the second arrival until receiving verbal notification from tower that the first arrival has landed.
4. If the above actions are not met, action must be taken to ensure control instructions are issued to protect the integrity of the cutoff points.

(5) **Operations for aircraft receiving VFR/VFR and IFR/VFR services.**

- (a) TOWER must ensure that VFR aircraft are issued a turn to avoid conflict with opposing IFR/VFR traffic.
- (b) TOWER must issue traffic to both aircraft and indicate the direction that the departure will turn (arrival/departure) or the location of the opposing aircraft on final (arrival/arrival).

- (c) TOWER must state phrase "OPPOSITE DIRECTION," if coordination with another position is required.
- (d) Visual separation is authorized for aircraft receiving VFR services that are conducting ODO to the same runway.
- (e) TOWER and TRACON stating the phrase, "OPPOSITE DIRECTION" while coordinating ODO to the same runway.

l. Special VFR (SVFR).

- (1) SVFR Area Map is depicted in Appendix A.
- (2) Tower is authorized to conduct SVFR operations north of Runway 27L/9R extended centerlines at or below 2,000 feet MSL. (Refer to 7110.65 7-5-1 sec. 5 and Local Control Position Binder section on SVFR).
- (3) Tower is authorized to conduct SVFR operations south of Runway 27L/9R extended centerlines at or below 1,600 feet MSL.

m. Taxiways and Ground Movement.

- (1) As depicted in Appendix A, all taxiways except those noted below are under the jurisdiction of GC.
- (2) When RWYs 27R/9L and 27L/9R are active LC has jurisdiction of the taxiways and runway 17/35 in between the runways.
- (3) All vehicles operating on a movement area must maintain two-way radio communications with the tower or be escorted by a vehicle that maintains such communication.
- (4) When a vehicle operates on or adjacent to an active runway, communications must be maintained with LC. All runway checks and airport maintenance must communicate on the LC frequency unless coordination is accomplished to keep them on GC frequency. To the extent feasible, vehicles operating on an active runway should operate in a direction opposite to the aircraft traffic flow.

n. Areas of Obscured Visibility.

- (1) It is difficult to locate ground traffic in the following areas:
 - (a) Aircraft or vehicles requesting Taxiway Delta between D1 and D2 (Spear Hangers, Air-world, West transit ramp).
 - (b) Aircraft or vehicles requesting Taxiway Alpha between A2 and A4 (Eagle Alley, Flying Circus, Safari West, Raven Helicopters, Millennium, Sundance, Signature aircraft).

- (2) North East of Gillespie Field is a ridge line (Rattlesnake Mountain). Traffic on Right Base for runway(s) 27R/27L or Left Crosswind for runway(s) 9R/9L typically fly behind the mountain and the tower will lose sight of the aircraft.
- (3) **Letter to Airmen.** Towers located where portions of the airport surface are normally designated movement areas and/or where portions of the airport traffic pattern are not visible from the tower must, after coordination with the airport management, issue a Letter to Airmen (LTA) describing the condition. The LTA must be renewed through Western Service Area (WSA) Operational Support Group (OSG) annually.

Note: A controller shall request aircraft to taxi out onto a taxiway to verify position if doubt or volume dictates.

o. Strip Marking Procedures. Information must be entered in the corresponding blocks of the flight progress strip in accordance with this order. Blocks not addressed herein are not applicable at Gillespie ATCT and may remain blank.

1	2A	5	8	9	9B	10	11	12
2		6	8A			13	14	15
3		7	8B	9A	9C	16	17	18
4								

(1) **IFR Strip Marking Procedures.**

(a) **Arrivals.**

1. Block 1 – Aircraft Identification.
2. Block 2 – Revision Number.
3. Block 3 – Aircraft type and equipment suffix.
4. Block 5 – Approach type (indicate the approach type).
5. LOC = Localizer-D.
6. GPS = RNAV (GPS) RWY 17.
7. VA = Visual Approach.
8. Block 9 – Aircraft/Pilots intentions.
 - a. LA-N = IFR approach with VFR climb-out to the north.
 - b. LA-S = IFR approach with VFR climb-out to the south.

- c. MA = Execution of published missed approach procedure.
9. Block 9A – Alternate instructions from SCT for issuance to the pilot with reference to: LA-N, LA-S, MA and/or IFR cancellation. For IFR cancellation, enter standard ATC symbology followed by the four-digit time of cancellation; i.e., CL (time).
10. Block 9C – Departure control frequency assignment, if non-standard.

Note: 125.3 is considered the standard departure frequency for North Departures, unless otherwise coordinated.

11. Block 18 – Four-digit time of arrival or missed approach.

Examples of handwritten arrival strips:

1	N12345	5	LOC	8		9	LA-N	9B	10	11	12
2	1	6		8A					13	14	15
3	C82R/G	7		8B		9A	H350°-M→ 40	9C	C 132.2	16	17
4										18	2115

1	N12345	5	GPS	8		9	MA	9B	10	11	12
2		6		8A					13	14	15
3	C82R/G	7		8B		9A	CL 2215	9C		16	17
4										18	2215

1	N12345	5	VA	8		9		9B	10	11	12
2		6		8A					13	14	15
3	C82R/G	7		8B		9A		9C		16	17
4										18	0411

(b) Departures.

1. Block 1 – Aircraft Identification.

Note: VFR-on-top (OTP) the “N” will be replaced with “P”.

2. Block 2 – Revision Number. Circle the flight plan amendment number in red ink.

3. Block 3 – Aircraft type and equipment suffix.
4. Block 5 – Beacon code.
5. Block 6 – Proposed departure time.
6. Block 7 – Requested altitude.
7. Block 8 – Type of departure: North (N) or South (E). Entry of coded clearance designator indicates use of the current Gillespie Obstacle Departure Procedure. The symbols “N” and “E” are authorized in lieu of detailed departure instructions, serving as indicators to which SCT sector the aircraft will be handed off too and departure frequency.
 - a. NORTH DEPARTURE (N) – 320 degree heading, radar vectors to first fix, initial altitude 3,000 feet and frequency 125.3 unless otherwise advised.
 - b. SOUTH DEPARTURE (E) – Gillespie Obstacle Departure Procedure, initial altitude 4,000 feet and frequency 124.35.

Note: Aircraft on the PADRZ/CWARD SID can expect RV to GYWNN waypoint.

EXAMPLE: “N3950M, CLEARED TO OAK AIRPORT, TURN RIGHT HEADING 320, VECTORS TO GYWNN, PADRZ ONE DEPARTURE ... (next fix)” or,

“N3950M, CLEARED TO OAK AIRPORT, TURN RIGHT HEADING 320, VECTORS GYWNN, CWARD ONE DEPARTURE, SAN DIEGO NOVEMBER FOUR ROMEO ROUTING, MAINTAIN (alt.)”

8. Block 9 – Departure airport (SEE), Route or TEC route, Destination airport.
9. Block 9A – Altitude (if other than standard), and/or remarks.
10. Block 9C – Frequency (if other than standard), TMU window release time, and/or clearance void time.

Note: 125.3 is considered the standard departure frequency for North Departures, unless otherwise coordinated.

11. Block 10 – Departure runway and intersection.

Note: All departures, regardless of what is advertised on the ATIS shall have the runway annotated in block 10. With the exception that Runway 27R is the active advertised runway and the aircraft will depart runway 27R.

12. Block 11 – Checkmark, to indicate clearance was issued.
13. Block 14 – EDCT, if not FDIO-generated (received via verbal relay from SCT).
14. Block 16 – Time received from pilot indicating readiness for departure (2 digit minutes).
15. Block 17 – SCT IFR release time (2 digit minutes).
16. Block 18 – Four-digit time for aircraft's departure, time of becoming airborne.

Enter Local IFR flight plans into ARTS in the following format:

Example:

(Press) **FLT DATA** (F6)
 (Call Sign) **N431FR** (space)
 (IFR) + (space)
 (Destination/Status) **SEE*CRQP** (space)
 (Type of Aircraft) **C172** (enter)

Examples of handwritten and FDIO IFR departure strips:

1	N61958	5	5241	8	N	9	SEE OCN OKB or SEE OCN V208 JLI RNM	9B	10	11	12
2		6	P2045	8A					35/A4	✓	
3	C172/G	7							13	14	15
4		8	40 or 80	8B		9A	C132.2		16	17	18
									55	13	2115

1	N509SP	5	5247	8	E	9	SEE MZB SDM	9B	10	11	12
2		6	P0224	8A					13	14	15
3	C172/G	7							16	17	18
4		8	40	8B		9A			40	44	0245

1	N79MR	5	1010	8	N	9	SEE JLI V208 TRM V432 PKE DRK ZUN ABQ	9B	10	11	12
2	1	6	P1345	8A					13	14	15
3	B350/L	7							16	17	18
4	042	8	90	8B		9A	○FRC/PKE	9C	40	44	1347

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1 N200TW	5	8 E	9 +MZB V66 IPL J18 PXR+ SEE IPL J18 GBN PXR TUS	10	11 ✓	12
2	7313	8A		13	14	15
3 LJ35/L	P1445	8B		16	17	18
4 016	330	9A	9C (1505V10)	58	08	1509

(2) **VFR Practice Approach Strip Marking Procedures.**

(a) **Departures.**

1. Block 1 – Aircraft identification.
2. Block 2 – Aircraft type.
3. Block 5 – Beacon code.
4. Block 8 – Letter V in red ink to indicate VFR.
5. Block 9- Destination airport.

- a. AIRPORTS REQUIRING A NORTH DEPARTURE
–OKB, CRQ, RNM, L18: Heading 340 for vector to the airport, maintain 4,500 feet. Unless otherwise advised.

EXAMPLE: (RWY 27R/L) “(Call sign) CLEARED THROUGH BRAVO AIRSPACE, AFTER DEPARTURE TURN RIGHT HEADING 340, VECTOR TO (airport). MAINTAIN VFR AT 4,500, DEPARTURE FREQUENCY 125.3 (or 132.2), BEACON CODE ASSIGNED BY TOWER.”

Note: Reference sheet under plexiglass located near FD for appropriate turn/heading in relation to runway configuration in use.

6. Block 10 – Departure runway and intersection.

Note: All departures, regardless of what is advertised on the ATIS shall have the runway annotated in block 10. With the exception that Runway 27R is the active advertised runway and the aircraft will depart runway 27R.

7. Block 11 – Checkmark, to indicate clearance was issued.
8. Block 16 – Time received from pilot indicating readiness for departure (2 digit minutes).
9. Block 17 – SCT VFR release time (2 digit minutes).

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SEE ATCT 7232.1

10. Block 18 – Four-digit time for aircraft's departure time.

Enter Local VFR Practice Approach flight plans into ARTS in the following format:

Example:

(Press) **FLT DATA** (F6)

(Call Sign) **N44820** (space)

(IFR) / (space)

(Destination/Status) **SEE*MYFP** (space)

(Type of Aircraft) **P28A** (enter)

Example of VFR Practice Approach Departure strip:

1	N509SP	5	0224	8	V	9	SDM	9B	10	11	12
2		6		SA					13	14	15
3	C172/G	7		SB		SA		9C	16	17	18
4									07	08	1509

(3) VFR Flight Following Strip Marking Procedures.

(a) Departures.

1. Block 1 – Aircraft identification.
2. Block 3 – Aircraft type.
3. Block 8 – The sector which the aircraft will handed off to. Notate with an N, E or M. (N for North, E for East).
4. Block 9 – F/F (to indicate Flight Following) followed by the destination airport.
5. Block 18 – Four-digit time when SOCAL TRACON accepts the VFR hand- off.

EXAMPLE: “(Call sign), REMAIN OUTSIDE OF CLASS BRAVO AIRSPACE, EXPECT A [RWY 27 – DOWNWIND, RWY 9 – STRAIGHT-OUT, RWY 35 – RIGHT CROSSWIND, RWY 17 – DOWNWIND] DEPARTURE, SOCAL FREQUENCY [N – 125.3 OR 132.2, E– 124.35], SQUAWK (####), NOTIFY TOWER OF FLIGHT FOLLOWING REQUEST.”

Enter Flight Following flight plans into ARTS in the following format:

Example:

(Call Sign) **N509SP** (space)
 (VFR Status) / (space)
 (Destination Airport) **▲ BFL** (space)
 (Requested Altitude)+**C65** (space)
 (Type of Aircraft) **C172** (enter)

Note: VFR Altitude entries above ten thousand: 10,500 = +C00, 11,500 = +C01, 12,500 = +C02
 Etc. VFR Flight Following is capped at 17,500: 17,500 = +C07.

Example of VFR Flight following departure strip:

1	N509SP	5		8	N	9	F/F BFL	9B	10	11	12
2		7313	6	8A						✓	
3	C172/G		7	8B		9A		9C	13	14	15
4									16	17	18
											1547

(4) Special VFR (SVFR) Strip Marking Procedures.**(a) Departures.**

1. Block 1 – Aircraft identification.
2. Block 3 – Aircraft type.
3. Block 9 – Control symbology and altitude restriction(s).
4. Block 11 – Checkmark, to indicate clearance was issued.
5. Block 16 – Time cleared for takeoff (2 digit minutes).
6. Block 18 – Four-digit time, pilot advises clear for Gillespie Class Delta Surface Area or reaching VFR conditions.

Example of SVFR Departure Strip:

1	N818MC	5		8		9	 (ALT) ↓	9B	10	11	12
2				8A						✓	
3	AS350			8B		9A		9C	13	14	15
4									16	17	18
									10		1315

EXAMPLE: “(Aircraft ID) CLEARED OUT OF GILLESPIE
 DELTA SURFACE AREA SOUTHEAST OF GILLESPIE

AIRPORT, MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (Altitude), REPORT LEAVING GILLESPIE DELTA SURFACE AREA OR REACHING VFR”.

(b) Arrivals.

1. Block 1 – Aircraft identification.
2. Block 3 – Aircraft type.
3. Block 9 – Control symbology and altitude restriction(s).
4. Block 11 – Checkmark, to indicate clearance was issued.
5. Block 16 – Time cleared for takeoff (2 digit minutes).
6. Block 18 – Four-digit time of aircraft arrival or time landing assurance reported by the pilot if landing at off airport location or reaching VFR conditions.

Example of SVFR Arrival Strip:

1	N818MC	5	8	9	NW	(ALT)	9B	10	11	12
2									✓	
3	AS350	6	8A					13	14	15
4		7	8B	9A			9C	16	17	18
								21		1326

EXAMPLE: “(Aircraft ID) CLEARED TO ENTER GILLESPIE DELTA SURFACE AREA NORTHWEST OF GILLESPIE AIRPORT, MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (Altitude).”

(c) SVFR Overflights:

1. Block 1 – Aircraft identification.
2. Block 3 – Aircraft type.
3. Block 9 – Control symbology and altitude restriction(s).
4. Block 11 – Checkmark, to indicate clearance was issued.
5. Block 16 – Time cleared for takeoff (2 digit minutes).
6. Block 18 – Four-digit time, aircraft exited surface area or

reaching VFR conditions.

Example of SVFR overflight strip:

1	N95281	5	8	9	9B	10	11	12
2			8A				✓	
3	C172	6				13	14	15
4		7	8B	9A	9C	16	17	18
						15		1329

EXAMPLE: “(Aircraft ID) CLEARED THROUGH GILLESPIE DELTA SURFACE AREA WEST TO EAST, MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (Altitude), REPORT ENTERING/LEAVING GILLESPIE DELTA SURFACE AREA OR REACHING VFR CONDITIONS.”

(d) SVFR Local Operations.

1. Block 1 – Aircraft identification.
2. Block 3 – Aircraft type.
3. Block 9 – Control symbology and altitude restriction(s) */ (time) Optional.
4. Block 11 – Checkmark, to indicate clearance was issued.
5. Block 16 – Time cleared for takeoff (2 digit minutes).
6. Block 18 – Four-digit time aircraft landed or exited surface area.

Example of SVFR local operations strip:

1	N54007	5	8	9	9B	10	11	12
2			8A				✓	
3	BE76	6				13	14	15
4		7	8B	9A	9C	16	17	18
						09		1340

EXAMPLE: “(Aircraft ID) LOCAL SPECIAL VFR OPERATIONS IN THE IMMEDIATE VICINITY OF GILLESPIE AIRPORT ARE AUTHORIZED UNTIL (TIME), MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (Altitude).”

p. Coordination.

- (1) IAW FAA JO 7210.3, air traffic facilities must record operational communications to the maximum extent practicable. This includes:
 - (a) Position relief briefings.
 - (b) Intersection departures or departures from other than active runway(s).
 - (c) All runway crossings and completion of crossings. The requesting controllers shall state the aircraft or vehicle position relative to the requested crossing runway and intersection to cross. LC shall repeat the essentials of the controllers request when approving a runway crossing. The requesting controller shall advise the local controllers when the coordinated runway operation is complete.

Example:

“CROSS RUNWAY 27 LEFT AND RUNWAY 27 RIGHT ON BRAVO WITH AN AIRCRAFT IN TOW.”

“CROSS RUNWAY 17 AT DELTA.”

“CROSSING COMPLETE.”

- (2) Abbreviated coordination procedures and phraseology may be utilized between LC-N and LC-S or when only two positions of operation are open, i.e. both Local Controls are combined, and FD/CD and GC are combined.
- (3) LA may perform any coordination normally done by LC or GC.

q. Combining/De-combining Positions.

- (1) As often as staffing allows, runway operation will be “split” with LC-N and LC-S being opened and operating.
- (2) All staff positions are expected to closely monitor traffic conditions/volume to ensure that safety and service are not lessened when LC positions are combined.
- (3) When Local Control is combined, the Local Assist position should be staffed.
- (4) Reference Appendix A for Areas of jurisdiction diagrams.

r. Tower Traffic Count.

- (1) LC will use the “clickers” to keep track of all tower operations.
- (2) At the end of each hour the traffic count and total number of flight progress strips will manually be recorded on the NATCA/FAA Classification and compensation work group Form number 3 – Tower Hourly Operations Count.

- (3) Once recorded the traffic counters will be set to zero and all flight progress strips will be stored below the RACD between LC-N and LC-S positions until the close of business.
- (4) At the end of the duty day all flight progress strips will be bundled together and marked with the current date and initials. The NATCA/FAA Classification and compensation work group Form number 3 – Tower Hourly Operations Count will be completed and given to the OS/CIC.

s. Delays and Ground Stops.

- (1) Notify SCT TMU when delays are expected to reach 15 minutes, increase or decrease by 15 minute increments and/or when delays become less than 15 aviation, or military), and the duration of the delay must be included in the daily reporting system. The air traffic operations network (OPSNET) is utilized for the purpose of submitting these reports electronically.
- (2) Notify the ATM when delays exceed 90 minutes, except for Expect Departure Clearance Time (EDCT) delays created by a ground delay program.

t. Airspace Intrusions.

- (1) The following procedure should be followed when an aircraft enters the Gillespie Class Delta Surface Area without establishing communication with the tower:
 - (a) Use the checklist located in the red binder at the OS/CIC position.
 - (b) Enter the incident in FAA Form 7230-4, Daily Record of Facility Operation.
 - (c) Process the occurrence in accordance with FAA Order 8020.16.

u. Emergency Locator Transmitter (ELT) Signals.

- (1) Full checklist for procedures can be found in the emergency binder.

Note: All contact information can be found in the checklist.

- (2) When an ELT signal is heard or reported ON the FIELD request a ramp check.
 - (a) An official ramp check can be made with a CAP representative.
 - (b) Notify ARTCC (ZLA) of what action was taken (let the ARTCC know if the signal was resolved or not).
 - (c) Make an entry in FAA Form 7230-4.
- (3) When an ELT is heard and reported OFF the field.

- (a) Notify ZLA ARTCC.
- (b) Attempt to obtain fixes or bearings on the signal.
- (c) Solicit the assistance of other aircraft known to be operating in the signal area.
- (d) Forward fixes or bearings and any other pertinent information to the ARTCC.
- (e) Notify the ARTCC if the signal source is located/terminated.

v. Man-Portable Air Defense Systems (MANPADS) Alert and Advisory.

- (1) When a threat or attack from MANPADS is determined to be real, disseminate the information vis controller-to-pilot transmission until the appropriate MANPADS information is broadcast vis the ATIS, and pilots indicate they have received the appropriate ATIS code.
- (2) Comply with direction of FAA JO 7110.65.
- (3) Alert the Operations Manager (OM) at SCT to the event.
- (4) Until notified otherwise, ensure MANPADS threat/attack/post-event activity is reported to aircraft under your control.

w. Airport Aviation Emergency Services.

- (1) When notification of emergency equipment is necessary, Gillespie Tower shall notify the Heartland Communications Facility Authority (HCFA). Notification may be made for, but is not limited to, aircraft accidents, incidents, bomb threats, hijacks and fuel spills. The amount of equipment and personnel responding shall be determined pursuant to El Cajon Fire Department policy. Notification shall be made on the emergency phone, with back-up commercial phone number 911.
- (2) Gillespie Tower shall provide, on initial notification, the type of aircraft or vehicle, nature of difficulty and location. In aircraft emergencies, as soon as practical, Gillespie Tower shall also provide the location, ETA and landing runway (for arriving aircraft), registration tail number/call sign, number of personnel on board and amount of fuel on board.
- (3) Gillespie Tower shall categorize alert postures as follows:
 - (a) Alert One – indicating an aircraft approaching the airport is in minor difficulty (e.g. feathered prop, oil leak, etc.).
 - (b) Alert Two – indicating an aircraft approaching the airport is in major difficulty (e.g. engine on fire, unsafe landing gear, no hydraulic pressure, etc.).

- (c) Alert Three – indicating an aircraft accident has occurred on or near the airport. If the accident occurred on the airport, the airport will be immediately closed to all aircraft operations. San Diego County Airports will advise Gillespie Air Traffic Control when subsequent aircraft operations are authorized and will identify any area or function of the airport that is still closed.
- (4) Communication between the emergency equipment and Gillespie Tower shall be on the San Diego County 800 MHz radio. Gillespie Tower call sign will be “Gillespie Tower.” Emergency equipment call sign will be “Engine” or “Truck” with the unit number following (i.e. Engine 50).
- (5) The first responding unit, when entering the airport, will contact “Gillespie Tower” and, upon receiving clearance, will proceed to the tower standby area (reference current LOA for locations), or other designated site via the route cleared.
- (6) Gillespie Tower shall notify the Gillespie Field Airport Manager or designated representative as soon as feasible when an Alert Two or Alert Three has been activated.
- (7) When you become aware of a disabled aircraft immediately notify Airport Operations, they are responsible for contacting maintenance personnel to have the aircraft moved. In the event that it takes longer, the County is responsible for issuing a NOTAM closing a runway or taxiway.
- (8) Bomb Threats, Hazardous Cargo and Hijacked Aircraft:
 - (a) FAA personnel receiving notification of one of these conditions shall make the initial alert via the Tower emergency alert phone.
 - (b) The Gillespie Field Airport Manager has designated the compass rose at Taxiway Delta 1 as the primary isolation area. When aircraft are involved, Tower shall direct them to isolation parking as circumstances dictate.
 - (c) When Tower is advised that there is hazardous/dangerous cargo on an aircraft, Tower shall relay the following via the Tower emergency alert phone.
 - (d) Aircraft identification and type.
 - (e) Type, class and quantity of cargo as received from the report.
 - (f) ETA or ETD, runway destination or present location on the airport.
 - (g) Hijacked aircraft shall be assigned a discrete VHF frequency by the Tower for communication between the aircraft, Tower and Airport management.
- (9) Gillespie Tower will check the emergency phone line and the 800 MHz radio

daily at 08:30 Local.

x. Bird Activity.

- (1) Airport management has the primary responsibility for the detection and control in this regard. Gillespie Tower's objective is to assist in identifying and eliminating these hazards.
- (2) A bird hazard is considered to exist whenever a bird strike has occurred or when bird frequenting an area on or near Gillespie Field are in sufficient numbers (considering type, size, location and habits) to be potentially hazardous to aircraft operations.
- (3) All facility personnel shall immediately report any known bird strikes, potentially hazardous bird activity or trend toward an increase in bird activity to the OS/CIC.
- (4) The OS/CIC shall notify the airport manager or their representative and include a bird hazard warning in the ATIS broadcast when deemed appropriate. Follow the same procedures when notified of bird hazards by the airport management or other reliable sources.
- (5) Record bird hazard incidents and the actions taken on the FAA Form 7230-4, Daily Record of Facility Operation.

10. Team Responsibilities.

a. Tower Team.

- (1) The tower team is jointly responsible for the safety and efficiency of the operation.
- (2) All tower team members must work collaboratively as a team, remain vigilant of individual and collective responsibilities, and extend assistance to others when needed.

Note: Increased attention should be given to known hotspots.

- (3) Headsets shall be utilized; exclusions are periods of unusually light traffic.
- (4) Use appropriate memory aids.
- (5) Use standardized instructions and phraseology.
- (6) Monitor equipment and report malfunctions to the OS/CIC.
- (7) Use appropriate strip markings IAW FAA JO 7110.65.
- (8) Use appropriate tower coordination procedures.

- (9) Conduct pre-duty familiarization.
- (10) Review and initial information contained in the priority section of the Read and Initial Binder prior to being assigned an operational position.
- (11) Review and acknowledge briefings in Comprehensive Electronic Data and Recording (CEDAR) prior to being assigned an operational position.
- (12) The Read and Initial (R&I) binder is located in the tower and computers for CEDAR are located in the fifth floor training room. The following procedures must be followed regarding perusal of CEDAR and R&I:
 - (a) Priority Section/Pre-Duty - Must be read and initialed prior to assuming responsibility for an operational position.
 - (b) Routine Section/Same Day - Must be read and initialed prior to the end of shift.
 - (c) Information section - May be read at personal discretion.
- (13) Maintain a constant situational awareness of the operational environment.
- (14) Must be familiar with current LOA's and Operation Orders that pertain to SEE.

b. Flight Data/Clearance Delivery [FD/CD (125.1)].

- (1) Must be familiar with current LOA's and Operation Orders that pertain to SEE.
- (2) Is responsible for accuracy of information displayed on the SIA board.
- (3) Alert the OS/CIC and all positions to significant changes.
- (4) Augment hourly weather observations.

Note: Limited Aviation Weather Reporting System (LAWRS) certified personnel must take and record on Form MF1M-10C a minimum of one manual observation per month.

- (5) Generate SPECIs IAW FAA JO 7110.65.

Note: A SPECI is mandatory following any aircraft accident/incident unless the hourly observation is pending.

- (6) Record ATIS broadcasts and disseminate code to other operational positions.
- (7) Use current ATIS format guide located in the FD/CD position binder.
- (8) Ensure the ATIS is reviewed prior to broadcasting.
- (9) Pass current ATIS code with weather observations (METAR/SPECI) to SCT FD.

- (10) Print a copy of the current weather observation (METAR/SPECI) and post on the SIA board.
- (11) Pass current weather observation (METAR/SPECI) to the OS/CIC for entry into AIS-R.
- (12) Issues clearances in accordance with FAA JO 7110.65 and current SCT LOA.
- (13) Enter local IFR/VFR clearances via STARS and VFR On-Top clearances via FDIO.
- (14) When issuing an IFR/VFR clearance, must instruct pilots to request their beacon code and advise the tower they are IFR/VFR prior to departure.

Note: Beacon code for Flight Following will be issued by FD/CD.

- (15) Must ascertain the aircraft's position, when contacted for an IFR clearance.
- (16) Responsible for forwarding the IFR/VFR departure strip to GC, if the aircraft has not yet taxied.
- (17) Issue SVFR clearance upon pilot's request.
- (18) Enter Flight Following requests via STARS. Issue a beacon code and must instruct pilots to advise tower that they have requested flight following.
- (19) Answer/operate SCT and AFSS lines.
- (20) Complete IFR/VFR/SVFR flight progress strips IAW FAA JO 7110.65 and local Directives.
- (21) Operates the emergency response network, as applicable.

c. Ground Control [GC (121.7)].

- (1) Jurisdictional boundaries depicted in appendix A.
- (2) Must be familiar with current LOA's and Operation Orders that pertain to SEE.
- (3) Have responsibility for all operations in movement area under jurisdiction of GC.
- (4) Visually scan all movement areas to the maximum extent practical.

Note: Increased attention should be given to known hotspots.

- (5) Recommended to use a pad to keep track of traffic, annotate the receipt of ATIS information for departing aircraft.
- (6) Must Alert LC/LA when ground operations will impede the path of aircraft

exiting or entering the active runway(s) and any situations that may affect traffic flow.

EXAMPLE: "TAXIWAY BRAVO BLOCKED TO THE NORTH"
"CROSSING AT DELTA" etc.

- (7) Inform LC/LA of any known traffic or obstruction affecting helicopter operations in the non-movement area.
- (8) Issue instructions to approve or disapprove the movement of aircraft, vehicles, equipment or personnel IAW FAA JO 7110.65.
- (9) Assign active runways and standard departure points to departing aircraft.
- (10) Ensure departing aircraft have the current ATIS code or departure information.
- (11) Coordinate request for departure from a non-active runway or non-standard departure point to LC or LA when staffed for approval prior to issuing taxi instructions.
- (12) Coordinate with LC/LA to cross active runway(s).
- (13) Scan the runway and final approach corridor prior to requesting/issuing a clearance to cross or enter an active runway.
- (14) Must utilize the "DO NOT CROSS" memory aid whenever an inactive runway becomes temporarily active, to ensure hold-short restrictions are given to taxiing aircraft.
- (15) Must notify OS/CIC of any change in status of active runway.
- (16) When departure traffic volume requires, GC shall ascertain the pilot's departure intentions/route of flight, and issue taxi instructions to a runway that provides best utilization for controller workload/pilot convenience.
- (17) Ensure departing aircraft already issued taxi instructions they have the correct frequency during decombined/combined local operations until the correct information is on the ATIS.
- (18) Must forward IFR/VFR/SVFR flight progress strips to the appropriate LC or LA when staffed.

Note: Review the strip to verify completeness and correct strip marking are made.

- (19) Operates the emergency response network, as applicable. Utilize FD when decombined.
- (20) Adjust the movement of ground traffic to accommodate emergency response vehicles.

d. Local Assist (LA).

- (1) Must be familiar with current LOA's and Operation Orders that pertain to SEE.
- (2) Visually and aurally monitors the movement area and LC position(s).
- (3) Performs coordination between the LC position(s) and GC.
- (4) Answer/operate the SCT shout line to accomplish required interfacility coordination.
- (5) Must notify OS/CIC of any change in status of a runway.
- (6) Remain vigilant of the progress of IFR departure aircraft and their corresponding flight progress strips and assists in coordination or information transfer when necessary.
- (7) Records hourly traffic count.

e. Local Control [LC,LCN,LCS (120.7, 123.8 and 257.8)].

- (1) Jurisdictional boundaries depicted in Appendix A.
- (2) Must be familiar with current LOA's and Operation Orders that pertain to SEE.
- (3) When LC is combined, frequency 120.7 shall be used. LC must monitor frequency 123.8 and 257.8.
- (4) During split operations, LC-N retains frequency 120.7 and LC-S will utilize frequency 123.8.
- (5) Issue instructions, clearances and advisories to aircraft on their frequency IAW FAA JO 7110.65, current SCT LOA and other local Directives.
- (6) A pad must be used for traffic sequencing. Annotate the receipt of ATIS information for itinerant arriving aircraft.
- (7) Issue beacon codes to all IFR and VFR Practice Approach aircraft.
- (8) LC must obtain a release from the appropriate SCT Sector before issuing a takeoff clearance to an IFR and VFR Practice Approach aircraft.
- (9) Answer/operate the SCT shout line to accomplish required interfacility coordination.
- (10) Obtain approval prior to utilizing movement areas under the jurisdiction of GC except those required for aircraft to exit the runway unimpeded.
- (11) Issue advisories to aircraft exiting the runway regarding observed ground

operations that may impede movement.

- (12) The "RUNWAY IN USE" memory aid will be used anytime LC has given their active runway(s) to another controller.

Example: LC-S has given LC-N their runway for an inbound aircraft or LC has given GC an active runway(s) for runway inspections.

- (13) LC must operate airport lighting IAW current LOA and FAA JO 7110.65.
- (14) Conduct Line Up and Wait (LUAW) operations IAW FAA JO 7110.65.
- (15) Avoid frequency changes when aircraft are in critical landing/takeoff configurations.
- (16) Frequency changes must be kept to a minimum, consistent with safety and operational requirements. Consider the amount of time the aircraft will remain in the other controller's jurisdiction/airspace, other traffic, and pilot intentions.
- (17) When a pilot requests a turn after departure that would place the aircraft in another controller's airspace, coordination must be accomplished before approving the turn. Controllers must not retain an aircraft on their frequency while that aircraft is in another controller's jurisdiction/airspace; unless and until appropriate approval and coordination have been completed.
- (18) LC-N will keep landing aircraft needing to cross LC-S's runway on their frequency until coordination has been accomplished and the aircraft has crossed LC-S's runway.
- (19) LC-S will keep landing aircraft needing to cross LC-N's runway on their frequency until coordination has been accomplished and the aircraft has crossed LC-N's runway.
- (20) Obtain approval from LC counterpart for use of runways under their control when necessary for emergency situations or when operationally advantageous.
- (21) Helicopters arriving from the North and landing South of Runway 27R need not be changed to LC-S frequency, providing that appropriate coordination is completed and traffic exchanged.
- (22) Helicopters arriving from the South and landing North of Runway 27L need not be changed to LC-N frequency, providing that appropriate coordination is completed and traffic exchanged.
- (23) LC must notify the OS/CIC when IFR departure delays are expected to reach 15 minutes.
- (24) LC must notify the OS/CIC of any change in status to a runway.

- (25) LC may utilize our discrete local beacon code 4227, (designated by SOCAL TRACON) for VFR aircraft on frequency and can be issued to multiple VFR aircraft as needed. Issuing the 4227 code will change the data tag and is recognizable by a (*).

f. Operations Supervisor/ Controller-In-Charge (OS/CIC).

- (1) Watch supervision requires constant situational awareness of traffic activity, operational conditions and coordination with the management team (Air Traffic manager and Operations Supervisor), in order to provide timely assistance to specialists and ensure that available resources are deployed for optimal efficiency. Watch supervision may be performed by an operational qualified manager/supervisor or CIC. The primary focus must incorporate safety, operational requirements and needs of the customer.
- (2) Provide guidance and goals for the shift. Coordinate with the management team to establish and schedule OJT, training and briefing needs for the shift.
- (3) Maintain position assignments. Staff operational positions in the tower cab, monitor current and anticipated traffic activity and ensure that the available staffing is deployed at optimal efficiency. Also ensure that controllers are rotated through positions of operation.
- (4) Ensure position relief. Persons performing watch supervision are responsible for ensuring that breaks are administered in an equitable manner and promoting efficiency of the agency in accordance with provided guidance. Breaks should be of a reasonable duration. Persons performing watch supervision are responsible for knowing the whereabouts of employees and ensuring their availability for positions of operation.
- (5) Monitor/manage traffic volume/flow. Coordinate with the overlaying approach control to establish spacing and sequencing for arrivals and departures.
- (6) Maintain situational awareness. Watch supervision duties demand continuous attention to the entire operational environment, to best address identified and anticipated events.
- (7) Actively manage operations and eliminate distractions.
- (8) Report equipment status, and coordinate with appropriate entities as necessary.
- (9) Administer training assignments. Assign and monitor developmental training activities, which may be On-The-Job training (OJT) or directed-study, depending on the developmental's status and traffic volume/complexity. Additionally, assign any refresher, Computer Based Instruction (CBI), self-study or correspondence courses as required by facility management. These examples are not all inclusive.
- (10) Processes leave requests. Administer Annual Leave and Sick Leave requests in accordance with established procedures. The Leave requester and approver must

make appropriate entries in WMT Scheduler.

- (11) Collect and report IFR departure delays in "OPSNET" the password and login located under Plexiglas by CIC position.
- (12) Monitor presidential aircraft movement. Persons assigned watch supervision duties must aurally and visually monitor presidential aircraft movement via headset, while plugged in at the position having control of the presidential aircraft. The monitoring must ensure that separation, control and coordination are accomplished.
- (13) In the role of watch supervision, a CIC is prohibited from:
 - (a) Evaluating and counseling employees on their performance.
 - (b) Recommending selections, promotions, awards or disciplinary actions.
 - (c) Acting as Site Coordinator for drug and alcohol testing.

Note: On-The-Spot corrections are not considered an evaluation of performance and are required part of CIC duties.

- (14) Shall utilize a headset and monitor operational positions to the fullest extent possible.
- (15) Must be mindful of personnel returning to duty after extended leave, and to the extent possible, rotate them accordingly.
- (16) Handle the reporting and documentation of aircraft accidents, incidents, pilot deviations and other mandatory occurrence reports (MOR). Utilize the OS/CIC binder and Emergency binder during any occurrences.
- (17) Input hourly METARs, SPECIs and PIREPS into AIS-R; the relieving OS/CIC must ensure the previous hourly AIS-R reports(s) entered are accurate, submitted and accepted prior to assuming position.
- (18) Ensure SIGMETS, AIRMETS, CWAs, PIREPS and other known or observed weather conditions which may affect aircraft safety, are solicited, reviewed, and disseminated IAW JO 7210.3 and other National and Local Directives.
- (19) Ensure entries in CRU-X/ART, FAA Forms 7230-4 and 7230-10 is current and correct.
- (20) Notify SCT OM of suspicious aircraft activity.
- (21) Ensure memory aids are utilized.
- (22) Transfer position responsibilities to another qualified controller prior to leaving the operational area or (in the event performance of other duties prohibits the

operation).

(23) Operates the emergency response network, as applicable.

(24) Shall ensure the completion of the watch checklists and appropriate entries are made in FAA 7230-4.

(a) Tower Opening Watch Checklist.

1. Check DALR display for system status.
2. Check operation of light guns and flash light.
3. Check presence of keys for janitorial, fire alarm, elevator and gate key.
4. Open FAA form 7230-4 Daily Record of Facility Operations.
5. Print out daily WMT sheet.
6. Check the previous day's FAA 7230-4 and forms for accuracy and completeness. Carry over items to the current day's log. The OS/CIC shall initial the appropriate box on Form 7230-4.
7. Obtain current NOTAM information and post pertinent NOTAMS on the SIA board.
8. Check <https://www.aviationweather.gov/> for current Hazardous Weather.
9. Verify with SCT FD flow for LAX/SAN, Call for release/Ground delay Programs/Ground stops and any other information that will effect operations.
10. Coordinate with MYF status of the field, IFR/VFR.
11. Verify the AWOS is functioning correctly.
12. Take a weather observation.
13. Record a new ATIS for broadcast at 0700L.
14. Set the ATIS/AWOS rocker switch is to the ATIS position.
15. Pass the weather, current ATIS code and runway(s) in use to SCT FD.
16. Enter weather in AIS-R.
17. Reconfigure Air Field Lighting Panel and PAPI control panel for current conditions.

Note: When the rotating beacon and lighted wind sock are not needed for operation, they will be set to "OFF". Setting it to "AUTO" can result in them turning on without knowledge to the tower.

18. Test MSAW aural alarm and visually check the DecTalk speaker.
19. Check the LOC monitor panel.
20. At 0700L make the opening broadcast on all frequencies.

PHRASEOLOGY: "ATTENTION ALL AIRCRAFT, TIME 0700 LOCAL, GILLESPIE TOWER IS OPEN AND GILLESPIE CLASS DELTA SURFACE AREA IS IN EFFECT. ATIS INFORMATION IS CURRENT, RWY(S) IN USE, WIND, ALTIMETER."

21. At 0830L check the operation of the crash phone and Heartland emergency hand held radio.
22. Every Monday, check the operation of each Voice Switch Bypass (orange jacks).
23. Every Monday, operate all receivers/transmitters on Standby from 0700-0900L.
24. Every Monday, check the battery-powered transceiver (PET 2000).
25. On the 1st day of each month, compare digital DASI reading with AWOS pressure standard. If the AWOS is non- operational, compare the DASI to the NKX altimeter as obtained from the RACD.
26. Upon completion of all checklist items, enter WCLC or WATCH CHECKLIST COMPLETE in FAA Form 7230- 4.

(b) Second Shift (Mid-Day) Watch Checklist.

1. Review FAA Form 7230-4 for completeness.
2. Check presence of keys for janitorial, fire alarm, elevator and gate key.
3. Review staffing.
4. Test MSAW aural alarm and visually check the DecTalk speaker.
5. Check the LOC monitor panel.
6. Obtain current NOTAM information and post pertinent NOTAMS on the SIA board.
7. Upon completion of all checklist items, enter WCLC or WATCH

CHECKLIST COMPLETE in FAA Form 7230- 4.

8. At official sunset, activate the appropriate lighting systems.

(c) Tower Closing Watch Checklist.

1. At 2100L, make the following closing broadcast on all frequencies, including status of the airport & essential components.

Note: Inform SCT of the Information deemed appropriate.

PHRASEOLOGY: "ATTENTION ALL AIRCRAFT, TIME 2100 LOCAL, GILLESPIE TOWER IS CLOSED AND CLASS GOLF SURFACE AREA IS IN EFFECT UNTIL 0700L. COMMON TRAFFIC ADVISORY FREQUENCY IS 120.7 (IF APPLICABLE) USE CAUTION OTHER AIRCRAFT IN THE PATTERN (Give location)."

2. Ensure current NOTAMS and pertinent information is up to date and current in the AWOS voice remark. Ensure to include pertinent NOTAMS and aviation impacts (TFRs, Closures... etc.). If needed record and update the closing statement.

PHRASEOLOGY: "GILLESPIE TOWER CEASED OPERATION AT 2100 LOCAL TIME AND CLASS GOLF SURFACE AREA IS NOW IN EFFECT. PILOT OPERATED LIGHTING IS AVAILABLE ON COMMON TRAFFIC ADVISORY FREQUENCY 120.7. FOR ADDITIONAL INFORMATION, CONTACT SOCAL APPROACH ON 124.35 (insert NOTAMS and Airport information) GILLESPIE TOWER CLASS DELTA SURFACE AREA WILL RESUME OPERATION AT 0700 LOCAL TIME."

3. Set the ATIS/AWOS rocker switch to the AWOS position. Ensure the red light is on.
4. Verify the AWOS is functioning correctly.
5. Set the Airport lighting panel and PAPI to Pilot controlled (air- to-ground).
6. Collect and complete all forms and records. Enter COB as the last entry on FAA Form 7230-4
7. Input IFR traffic delay information into OPSNET, no earlier than 30 minutes prior to facility closing.
8. Annotate the SIA board with the new ATIS code for the morning ATIS message.

09/01/2018

SEE ATCT 7232.1

9. Closing OS/CIC shall check and post pertinent NOTAMS for the next shift.

Appendix A – Airspace Diagrams and Jurisdictional Boundaries

Appendix B – Position Relief Briefing Checklists

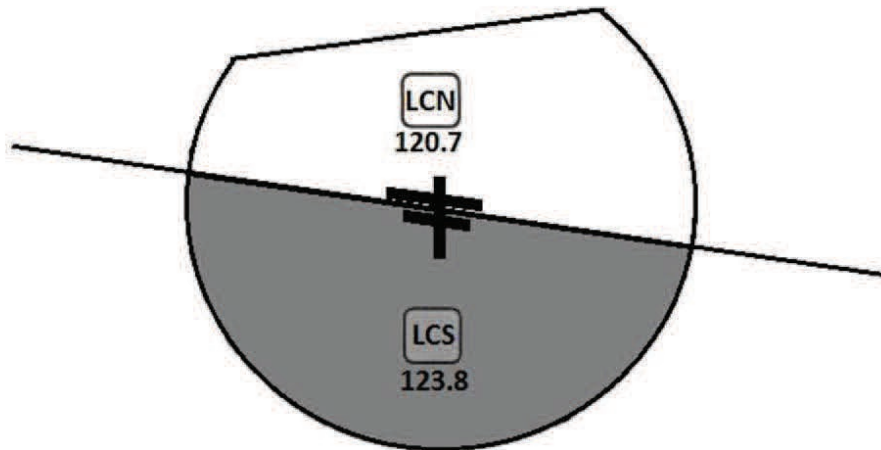
JAMES
MICHAEL
KOSANOVICH

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JAMES MICHAEL
KOSANOVICH
Date: 2018.08.10
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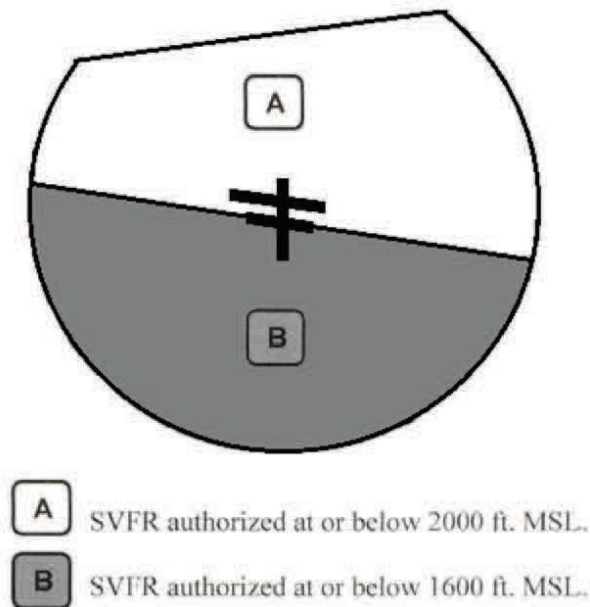
James M. Kosanovich
Air Traffic Manager
Gillespie Field ATCT

Appendix A – Airspace Diagrams and Jurisdictional Boundaries

Local Control Split Operations

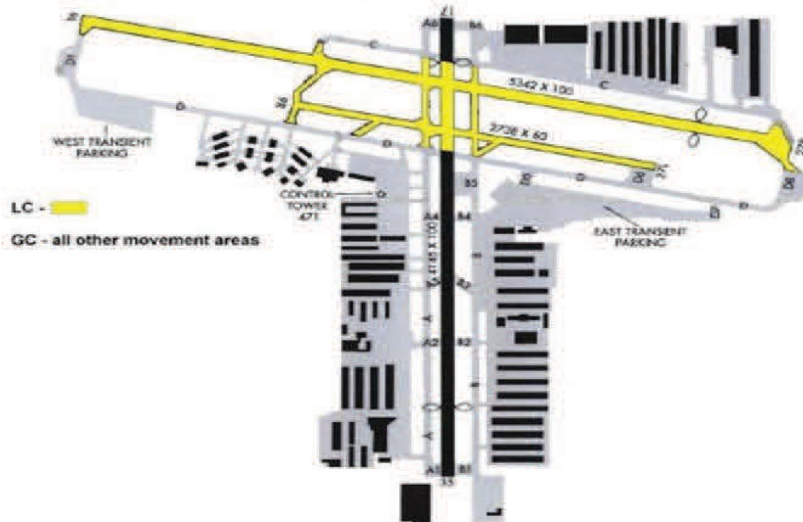


Special VFR Surface area Map

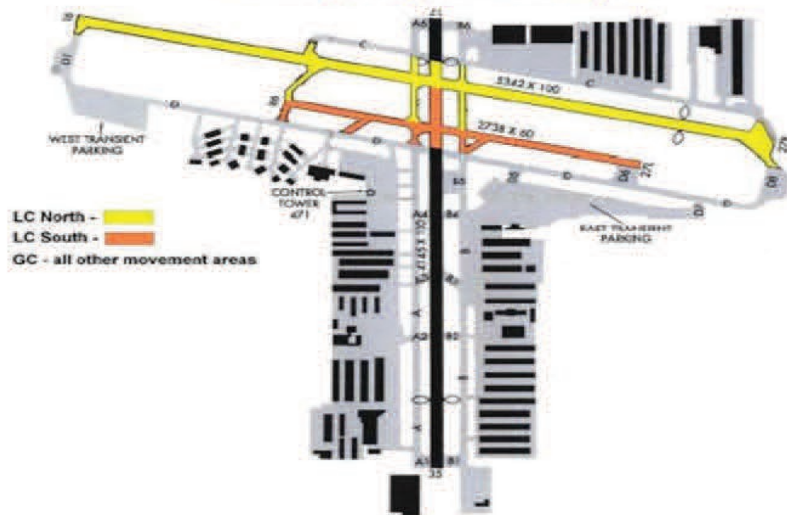


A-1

**Local Control combined area of Jurisdiction
Runway 27R/9L and 27L/9R**

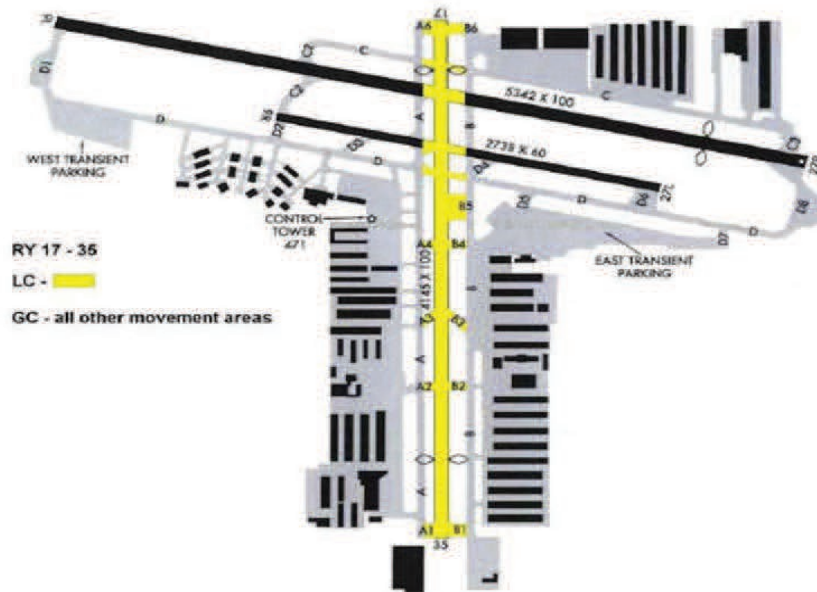


**Local Control split area of Jurisdiction
Runway 27R/9L and 27L/9R**



A-2

Runway 17/35



Appendix B – Position Relief Briefing Checklists

OPERATION SUPERVISOR / CONTROLLER-IN-CHARGE RELIEF BRIEFING CHECKLIST

STATUS INFORMATION AREAS.

EQUIPMENT STATUS:

NAVAIDS, RACDs
RADIOS / INTERPHONES, ATIS.
FDIO, DALR.
REPAIR STATUS.

AIRPORT CONDITIONS, STATUS:

MOVEMENT AREA / RAMP CLOSURES.
BIRD HAZARDS / ACTIVITY.
RUNWAY BRAKING ACTION.

AIRPORT ACTIVITIES:

MOVEMENT AREA / RAMP CLOSURES.
MOWERS, OTHER VEHICLES.
CONSTRUCTION IN PROGRESS.
BIRD HAZARDS / ACTIVITIES.
RUNWAY BRAKING ACTION.

WEATHER:

ALTIMETER TREND
CURRENT WX AT SEE / OTHER AIRPORTS.
TRENDS / FORECASTS.
SIGMETs, CWAs, PIREPs.
WIND: WARNINGS / SHEAR.

FLOW CONTROL:

DELAY REPORTING / OPSNET.

SPECIAL ACTIVITIES:

FLIGHT CHECKS, SPECIAL ROUTES.
PRESIDENTIAL MOVEMENT.
RELATED ACTIVITY.
PARACHUTE DROPS.
BANNER TOWS.
CRANE OPERATIONS.
FLY-INS.
PHOTO MISSIONS.
FIRES / TANKER OPERATIONS.
SEARCH AND RESCUE.

SPECIAL INSTRUCTIONS/RESTRICTIONS:

BRIEFING ITEMS / CHANGES.
MANAGER'S INSTRUCTIONS.
NONSTANDARD STAFFING.
NONSTANDARD CONFIGURATIONS.
CURRENT / ANTICIPATED RESTRICTIONS.
ADJACENT AIRPORTS / AREAS.
FAA FORM 7230-4 REVIEWED.

STAFFING:

PERSONNEL ON OVERTIME.
PERSONNEL WHO ARE LATE.
PLANNED STAFFING: CAB.
PERSONNEL ASSIGNED NON-DUTY, LOCATION.
LUNCH SCHEDULE, BREAKS: CURRENT/PLANNED.
LOCATION OF PERSONNEL ON BREAK, ARTICLE 33.
PERSONNEL REQUESTING LEAVE.
TIME ON POSITION: ALL PERSONNEL.
LOCATION OF MANAGER.

TRAINING:

OJT.
CLASSROOM/STUDY.
BRIEFINGS IN PROGRESS/
PLANNED.

NOTAMS: CURRENT/ PROPOSED.

TRAFFIC:

RUNWAY STATUS.
AVAILABLE, UNAVAILABLE,
OCCUPIED, CLOSED.
SPECIAL ACTIVITY AIRCRAFT.
AIRCRAFT LOST/OVERDUE.
EMERGENCIES.

LOCAL CONTROL RELIEF BRIEFING CHECKLIST

STATUS INFORMATION AREAS.

EQUIPMENT STATUS:

RACDs, NAVAIDs.
RADIOS / INTERPHONES.

AIRPORT CONDITIONS, STATUS:

MOVEMENT AREA / RAMP CLOSURES.
MOWERS, OTHER VEHICLES.
CONSTRUCTION.
BIRD HAZARDS / ACTIVITY.
RUNWAY BRAKING ACTION.

WEATHER:

ALTIMETER TREND.
WIND: WARNINGS, SHEAR.
WEATHER TREND.
SIGMETs / CWAs / PIREPs.

FLOW CONTROL:

SPECIAL ACTIVITIES:

PRESIDENTIAL MOVEMENT.
RELATED ACTIVITY.

SPECIAL INSTRUCTIONS / RESTRICTIONS:

CURRENT / ANTICIPATED RESTRICTIONS.
NONSTANDARD CONFIGURATIONS.

NOTAMs

VERBALLY STATE RUNWAY STATUS:

AVAILABLE, UNAVAILABLE, OCCUPIED, CLOSED.

TRAFFIC:

COORDINATION AGREEMENTS: OTHER POSITIONS, FACILITIES.
RUNWAY CONFIGURATION.
TRAFFIC PATTERN.
AIRCRAFT IN DIFFICULTY.
EMERGENCIES.
SPECIAL ACTIVITY AIRCRAFT.
AIRCRAFT RELEASED BUT NOT YET AIRBORNE.
AIRCRAFT STANDING BY FOR INSTRUCTIONS / SERVICE.
AIRCRAFT TRANSITING AIRSPACE.
DEPARTURES.
ARRIVALS.

GROUND CONTROL RELIEF BRIEFING CHECKLIST

STATUS INFORMATION AREAS.

EQUIPMENT:

FDIO/ ATIS.

RADIOS / INTERPHONES.

AIRPORT CONDITIONS / ACTIVITY:

MOVEMENT AREA / RAMP CLOSURES.

MOWERS, OTHER VEHICLES.

CONSTRUCTION.

FLOW CONTROL/GATEHOLD.

SPECIAL ACTIVITIES:

PRESIDENTIAL MOVEMENT

RELATED ACTIVITY

SPECIAL INSTRUCTIONS/RESTRICTIONS:

CURRENT / ANTICIPATED RESTRICTIONS.

NONSTANDARD CONFIGURATIONS.

NOTAMs

VERBALLY STATE RUNWAY STATUS:

AVAILABLE, UNAVAILABLE, OCCUPIED, CLOSED.

TRAFFIC:

COORDINATION AGREEMENTS: OTHER POSITIONS, FACILITIES.

VEHICLES OPERATING IN MOVEMENT AREAS.

RUNWAY CONFIGURATION.

AIRCRAFT IN DIFFICULTY.

EMERGENCIES.

SPECIAL ACTIVITY AIRCRAFT.

AIRCRAFT TAXIING, HOLDING.

AIRCRAFT AWAITING INSTRUCTIONS, SERVICES.

FLIGHT DATA / CLEARANCE DELIVERY RELIEF BRIEFING CHECKLIST

STATUS INFORMATION AREAS.

EQUIPMENT.

FDIO.
RADIOS / INTERPHONES.

SPECIAL ACTIVITIES.

SPECIAL INSTRUCTIONS / RESTRICTIONS.

FLOW CONTROL.

STAFFING.

POSITIONS COMBINED / DECOMBINED.

WEATHER.

ALTIMETER TREND.
SIGMETS / CWAs / PIREPs.

NOTAMs.

TRAFFIC.

COORDINATION AGREEMENTS WITH OTHER POSITIONS / FACILITIES.
RUNWAY CONFIGURATION.
AIRCRAFT AWAITING SERVICE / CLEARANCE.
MOVEMENT INFORMATION TO BE FORWARDED.
INBOUND ESTIMATE / POSITION.
OUTBOUND RELEASE STATUS.
OVERFLIGHT ESTIMATE / POSITION.
APPROACH ESTIMATES.
STATUS OF IFR AIRCRAFT.

LOCAL ASSIST RELIEF BRIEFING CHECKLIST

STATUS INFORMATION AREAS.

EQUIPMENT STATUS:

NAVAIDs.
RACDs.
RADIOS / INTERPHONES.
ATIS.

AIRPORT CONDITIONS, STATUS:

MOVEMENT AREA / RAMP CLOSURES.
BIRD HAZARDS / ACTIVITY.
RUNWAY BRAKING ACTION.

AIRPORT ACTIVITIES:

MOWERS, OTHER VEHICLES.
CONSTRUCTION IN PROGRESS.

WEATHER:

CURRENT WX AT SEE / OTHER AIRPORTS.
ALTIMETER TRENDS.
TRENDS / FORECAST.
SIGMETs / CWAs / PIREPs.
WIND: WARNINGS / SHEAR.

FLOW CONTROL.

TRAFFIC COUNT.

SPECIAL ACTIVITIES:

FLIGHT CHECKS.
SPECIAL ROUTES.
PRESIDENTIAL MOVEMENT RELATED ACTIVITY.
PARACHUTE DROPS.
BANNER TOWS.
ULTRALIGHTS/GLIDERS.
CRANE OPERATIONS.
PHOTO MISSIONS.
FIRES / TANKER OPERATIONS.
SEARCH AND RESCUE.

SPECIAL INSTRUCTIONS/RESTRICTIONS:

NONSTANDARD CONFIGURATIONS: CURRENT / ANTICIPATED RESTRICTIONS.
ADJACENT AIRPORTS / AREAS.

NOTAMs: CURRENT / PROPOSED.

VERBALLY STATE RUNWAY STATUS:

AVAILABLE, UNAVAILABLE, OCCUPIED, CLOSED.

TRAFFIC: