

**14 WING GREENWOOD ATC –  
STANDARD OPERATING PROCEDURES  
ITINERANT AIRCRAFT**

**EFFECTIVE**            16 November 2018

1.     **PURPOSE**

- 1.1    To inform Freedom Aviation Society of the procedures for the operations of civilian aircraft into and out of Freedom Aviation Society’s location at 14 Wing Greenwood, and within the confines of 14 Wing Greenwood’s airspace.
- 1.2    These procedures are for itinerant (non-locally based) aircraft operating from Freedom Aviation Services at 14 Wing Greenwood. Itinerant aircraft are those that operate from Freedom Aviation Services, or use their services, no more than four times per calendar year.

2.     **ACRONYMS**

14 Wg	14 Wing Greenwood
ASL	Above Sea Level
ATC	Air Traffic Control
ATCU	Air Traffic Control Unit
ATIS	Automated Terminal Information System
CFS	Canada Flight Supplement
DWO	14 OSS Duty Watch Officer
EOD	Explosive Ordinance Disposal
FA	Flight Advisory
FAS	Freedom Aviation Society
FSS	Flight Service Station
IAW	In Accordance With
IFR	Instrument Flight Rules
LAHSO	Land And Hold Short Operations
NOTAM	Notice To Airmen
PAR	Precision Approach Radar
Rwy	Runway
SOP	Standard Operating Procedures
Terminal	14 Wing Greenwood’s Terminal Control Unit
Tower	14 Wing Greenwood’s Control Tower
VFR	Visual Flight Rules
Wg	Wing

### 3. DESCRIPTION OF AIRSPACE AND AIRFIELD

- 3.1 The Greenwood Control Zone (depicted in Fig 4-1) encompasses all airspace from the surface of the ground to 5000 feet ASL from the center of the Greenwood Airport extending to a radius of 7 nautical miles.
- 3.2 Between the hours of 7pm and 7am local the Greenwood Tower may cease operations. When this happens Flight Advisory operations will commence. This will be either NOTAM'ed or included within the text of the Canada Flight Supplement (CFS).
- 3.3 FA training may occur during times not listed in the CFS or in NOTAMs. This change will be noted on ATIS. Airborne aircraft will be notified of the change in operations. A Tower Controller will be conducting the training and will be available to control should the traffic level or scenario exceed the experience/training of the Flight Advisor.
- 3.4 During FA operations, flight operations are conducted similar to an uncontrolled airport with FSS providing both Airport Advisory Service and Vehicle Control Service. Pilots should take notice that during FA operations clearance to taxi is mandatory. Additionally, a FA controller can deny take-off to an aircraft if, in their opinion, it would be unsafe to do so. Pilots are expected to make all radio reports as expected for an uncontrolled airport in Class D airspace. Local operating differences during FA operations are detailed in Section 5 of this document. FA personnel and pilots will use the term "Greenwood Advisory" when controlling/coordinating to clearly differentiate between Advisory services and Tower Control services.
- 3.5 The FAS compound (depicted in Fig 4-3) is located on the eastern edge of the Old Ramp. The gate accessing the airfield is located on the northern edge of the compound facing Hotel taxiway. Hotel taxiway is 60 feet wide and, while it is not lit, there are retroreflective markers on both sides of the taxiway and on the gate. The gate accessing the FAS compound can open to a width of 77 feet.

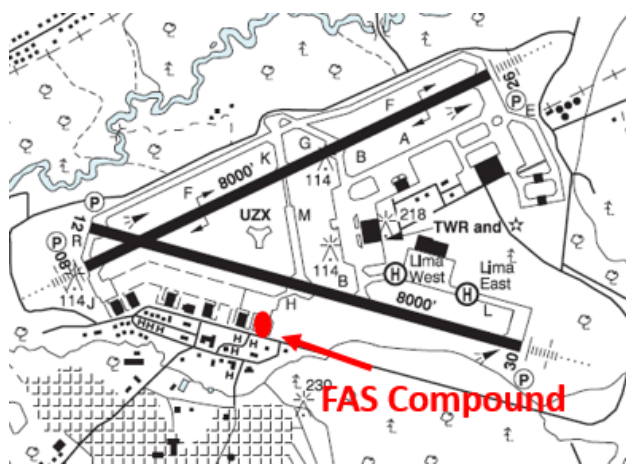


Fig 3-1

- 3.6 FAS pilots will follow a colour code system to report their experience levels. The colour codes are as follows:
- a. Red – a student who is not yet licensed and is not flying with an instructor;
  - b. Yellow – a newly licensed pilot with less than 75 hours PIC;
  - c. Blue – a pilot with more than 75 hours PIC; and
  - d. Green – an instructor engaged in flight training.
- 3.7 Intersection departures are available from Hotel taxiway for Runway 12/30 and Bravo or Mike for Runway 08/26. ATC will not initiate an intersection departure unless it will gain an operational advantage. ATC will not ask a Red or Yellow pilot for an intersection departure. Note that the distance remaining is only given if ATC initiates the intersection departure. The distances available are as follows:
- a. Bravo & Rwy 08 – 3125 feet remaining;
  - b. Bravo & Rwy 26 – 4875 feet remaining;
  - c. Mike & Rwy 08 – 4265 feet remaining;
  - d. Mike & Rwy 26 – 3735 feet remaining;
  - e. Hotel & Rwy 12 – 4265 feet remaining; and
  - f. Hotel & Rwy 30 – 3735 feet remaining.
- 3.8 14 Wg Greenwood has two BAK 14 arrestor gear that are used by high performance military aircraft in the event of an emergency. The BAK 14s are located on Rwy 08/26 and are depicted in the CFS. The BAK 14 arrestor cable is normally in the “down” position in Greenwood. As such, ATC will only advise when the cable is in the “up” position. When in the down position, the cable is recessed into the pavement and poses no hazard to aircraft. In the up position, a large cable is raised across the runway, supported by 20 rubber pucks. In the event of a cable malfunction or power failure, the BAK 14 cable may raise (wholly or partially) to the up position without an indication to ATC. Most light aircraft will not be able to taxi over the raised cable.
- 3.9 There is an EOD area at 14 Wg located north-east of the button of Rwy 26. When the area is active, ATC will limit the use of Rwy 08/26. No aircraft will be permitted within 5 miles final of Rwy 26, no overflight below 1000 feet is permitted, no aircraft may depart Rwy 08, and the threshold of Rwy 26 will be off-set by 1500 feet for departures (6500 feet available) once an approval for detonation has been given.

#### 4. **PROCEDURES**

- 4.1 Prior to calling for taxi, an aircraft departing IFR will contact Clearance Delivery on 128.025 for their IFR clearance. When calling for a clearance, they will state that they are departing from FAS. If the pilot is unable to contact on 128.025, they will attempt contact on 120.6 (Terminal).
- 4.2 When an aircraft is ready for departure from FAS, the pilot will contact Ground on 133.75 for taxi instructions. At that point, ATC will open the gate. Due to reduced visibility (weather or darkness), ATC may request a pilot report when the aircraft is “through the gate”. Receipt of this report will signify that the aircraft is clear of the gate and that the gate may then be safely closed.
- 4.3 If an aircraft requires a ground run prior to departure, the pilot will advise Ground on initial contact. Ground runs will be completed at a position on the Old Ramp at the pilot’s discretion, such that it will keep him off of taxiway Hotel and not adversely affect aircraft parked at FAS.
- 4.4 Requests for taxi will include the following information:
  - a. will the flight be conducted IFR or VFR;
  - b. if IFR, state if IFR clearance has been received;
  - c. if VFR, state destination and/or direction of flight;
  - d. their colour code (see 3.6); and
  - e. if required a request for an intersection departure (see 3.7 for distances).
- 4.5 A pilot will continue to hold short of Rwy 12/30 and report ready for departure on Tower/Advisory frequency 119.5. Aircraft will be taxied to position prior to a takeoff clearance being issued. During FA operations the departing IFR aircraft will be issued their CV/CC timing along with their discretionary departure instructions.
- 4.6 During FA operations a VFR aircraft shall give way to an IFR aircraft on approach unless the VFR aircraft can ensure that it crosses the runway threshold before the IFR aircraft is 4 miles final. Otherwise, the VFR aircraft shall follow that IFR aircraft on approach.
- 4.7 Land and Hold Short Operations are approved in Greenwood with Rwy 26 having 6300 feet remaining and Rwy 30 having 6400 feet remaining. Aircraft will be advised that LAHSOs are in effect, and will be instructed to hold short if required. ATC will not initiate LAHSOs for Red or Yellow code pilots.
- 4.8 Arriving aircraft, VFR or IFR, on initial contact with Greenwood ATC shall state their colour code and persons on board. The aircraft may be requested to confirm that they have arranged their arrival with FAS.
- 4.9 Helicopters operating to/from FAS will follow the rules above with the exception that all operations (taxi and flight) will be conducted on Tower frequency 119.5.

- 4.10 Helicopters will not arrive/depart directly from the FAS compound. All helicopter take-off and landings shall be from Rwy 12/30 or another approved location as directed by ATC. All helicopters shall hover taxi to/from Rwy 12/30. ATC will open the FAS gate so that the helicopter will not have to hover taxi overtop of the fence. Helicopters must hover taxi through the open gate. At no time shall a helicopter be operated over the fence or over another aircraft. A “through the gate” report may be requested from the helicopter.
- 4.11 While it is preferred that aircraft operating from FAS have a functioning transponder, it is not mandatory. However, non-transponder equipped aircraft may expect delays based on traffic situations. Pre-coordination of this situation may minimize delays.

5. **EMERGENCIES**

- 5.1 Ground emergencies should be declared to ATC via frequency 119.5 or 133.75. This will facilitate a quicker response from emergency resources. 911 calls made via a cell phone are routed to a provincial call center and will then be forwarded to the 14 Wg Fire Hall.
- 5.2 In the event of a fuel spill, the pilot should also make an estimate of the amount of fuel spilt so that it may be passed to Fire Hall who may tailor their response.
- 5.3 When an emergency has been declared while airborne, it is standard procedure for 14 Wg’s firetrucks to follow the emergency aircraft to its parking spot, even if the emergency has been secured by the pilot.
- 5.4 Aircraft requiring to dump fuel as part of an emergency will be sent to Terminal on frequency 120.6 to have the procedure coordinated and implemented. This procedure may be conducted IFR or VFR.

6. **AMENDMENTS**

6.1 These procedures take effect on 16 Nov 2018 and remains in effect until 01 Jan 2021.

6.2 If these procedures need to be amended, it will be in the form of a new standard operating procedure that will be edited by the ATCU and communicated to FAS after signature by the Commanding Officer of 14 Operations Support Squadron.

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