

Denver ARTCC

Aspen ATCT & TRACON

STANDARD OPERATING PROCEDURES

July 27th, 2018

Definition of Airspace

Aspen Class D airspace is defined as the airspace extending upward from the surface up to but not including 10,300 MSL within a 5 NM radius of the defined coordinates of Aspen-Pitken County Airport.

Definition of Positions

ASPEN APPROACH (ASE_APP)

- This position is responsible for the separation and sequencing of IFR/VFR aircraft within the Aspen TRACON.
- Aspen Approach shall use 123.800 as its normal operating frequency.

ASPEN TOWER (ASE_TWR)

- This position is responsible for the safe movement of aircraft within the Aspen Class Delta airspace.
- Aspen Tower shall use 118.850 as its normal operating frequency.

ASPEN GROUND (ASE_GND)

- This position is responsible for the safe movement of aircraft and vehicles on active taxiways and inactive runways.
- Aspen Ground shall use 121.900 as its normal operating frequency.

ASPEN CLEARANCE DELIVERY (ASE_DEL)

- Aspen Clearance Delivery shall use 123.75 as its normal operating frequency. Aspen Clearance Delivery will be responsible for issuing all IFR clearances.

ASPEN ATIS (KASE_ATIS)

- Aspen's ATIS shall be broadcasted on frequency 120.400 by Aspen Tower or his designee.

Runway Selection

Aspen uses runway 33 for Departures and 15 for arrivals. This never changes regardless of wind or weather. In the event a pilot requests to land on runway 33 or depart on runway 15, the request may only be honored after coordination between Aspen Tower and Aspen Approach AND if no other traffic in the vicinity will be affected. The request shall NOT be honored in instrument conditions.

Position Duties

CLEARANCE DELIVERY (CD):

- Issue IFR clearances to aircraft.
- Ensure all IFR departures are assigned a departure procedure.
- Assign the LINDZ(x) departure to all IFR aircraft. If the aircraft is unable to accept the LINDZ, coordinate with TC for departure instructions.
- Advise GC of any EDCT times for departing aircraft.

GROUND CONTROL (GC):

- GC owns Taxiway Alpha.
- Create VFR flight plans for all VFR departures.
- When aircraft are taxiing, forward departure strips to LC.
- Pass TMU release times to LC. Aircraft should be ready to depart +/- 3 minutes from EDCT time.
- Advise LC when aircraft are assigned a DP other than the LINDZ.

LOCAL CONTROL (LC):

- LC owns Runway 15/33 and all connecting taxiways.
- LC shall message/call TC for a departure release on all IFR departures. ○ Include: Call sign, DP/SID if other than LINDZ9 and initial altitude assigned if other than 16,000' MSL. Departing aircraft shall be airborne no later than 2 minutes after release is obtained, or 3 minutes after inbound traffic touches down.
- VFR departures off of Runway 33 should fly heading 360 as soon as practical for at least 2 NM for noise abatement. This is NOT a requirement.
- LC shall ensure successive departures maintain at least 3 miles until aircraft reach 13,000' MSL on the LINDZ9 or 14,000' MSL on all other departures.
- TC shall reference inbound traffic within 15 flying miles of ASE that are not already on LC frequency. ○ TC shall state: "Call sign, released REFERENCE (traffic)." If TC releases a departure with such a restriction, TC will not clear another aircraft for approach until the departure is radar identified and separated from arrival traffic. LC shall wait until all referenced traffic has landed before released traffic can depart. TC may only reference the last aircraft in a line.
- Transfer communications to TC within 5 NM.
- LC shall give rolling calls to TC once the aircraft has begun its takeoff roll.
- LC may clear an aircraft for a visual or contact approach inside the IAF. LC is responsible for separation between preceding or following IFR traffic, including departures.

TERMINAL CONTROL (TC):

- ASE APP has control for all ASE and RIL inbounds from ZDV per the LOA.
- TC shall be responsible for separating all IFR arrivals to ASE, unless LC can provide visual separation.
- TC may initiate visual approaches if the weather is 6,000' AGL or greater with 10 mile visibility or greater.
- RIL arrivals should be instructed to cancel IFR with ASE if airborne or with ZDV on the ground.
- When issuing departure releases, TC shall reference inbound traffic within 15 flying miles of ASE that are not already on LC frequency.
 - TC shall state: "Call sign, released REFERENCE (traffic)." If TC releases a departure with such a restriction, TC shall not clear another aircraft for approach until the departure is radar identified and separated from arrival traffic. LC shall wait until all referenced traffic has landed before released traffic can depart.
- When issuing a departure release, the Departure Corridor (see Diagram 1) shall be clear of all IFR traffic.
- GWS departures shall be coordinated with ZDV. Initial altitude on departure shall be 13,000' MSL or higher.
- In the event that IFR traffic needs to enter a hold, use either of the following procedures:
 - North of DBL on 344 radial, right turns, 14,000' MSL or above.
 - East of DOWNY, on the RIL localizer, left turns. Coordinate with ZDV. This holding pattern conflicts with
 - ZDV holding at RIL VOR as depicted on the MVA LABELS map.
- Concurrent holding at both LINDZ and RIL is not authorized at same altitudes, nor can aircraft be climbed or descended in holding at LINDZ through RIL holding pattern.

Scratchpad Entries

Aspen Terminal Control shall enter the appropriate scratchpad entries for which approach the aircraft will be conducting.

Procedure	Entry
LOC/DME E	LOC
VOR/DME C	VOR
RNAV (GPS) F	R
GPS C	GPC
Visual Approach	VIS
Roaring Fork Visual	RVF
VFR Arrival	VFR
RIL GPS 26	GPR
RIL ILS 26	ILS

Airspace Diagram

