ORDER

ORDER
ORF ATCT/TRACON
7110.65V

NORFOLK ATCT AND TRACON

STANDARD OPERATING PROCEDURES

January 23, 2020

RECORD OF CHANGES

BULLETIN NUMBER	SUBJECT	AUTHORIZED BY	DATE ENTERED	DATE REMOVED
7110.110	Initial	RR	11/29/16	12/31/16
7110.111	Updated to reflect real world procedures	RR	12/31/16	2/21/17
7110.112	Updated TRACON frequencies Added more individual sector information and procedures	RR	2/21/17	3/10/17
7110.113	Typo fixes Corrected LAHSO section	RR	3/10/17	3/25/17
7110.114	Minor changes to departure gates Removed radar handoffs to local	RR	3/25/17	1/23/20
7110.115	Fixed primary approach frequency	RS	1/23/20	

VIRTUAL AIR TRAFFIC SIMULATION NETWORK
VATUSA DIVISION – WASHINGTON ARTCC

SUBJ: ORF 7110.65V

This order provides direction and guidance for the day-to-day operations of the Newport Control Tower and Norfolk Control Tower/TRACON and prescribes air traffic control procedures and phraseology. Controllers are required to be familiar with the provisions of these procedures.

This document is only to be used in a simulated environment. This document shall not be referenced or utilized in live operations in the National Airspace System (NAS). The Washington ARTCC, VATUSA, and VATSIM do not take any responsibility for uses of this order outside of the simulation environment.

/Rick Rump/
Air Traffic Manager
Washington ARTCC

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Chapter 1: Quick Reference (ORF)

ORF_DEL (118.500)

- **Initial altitude for IFR aircraft**: 4000’
- **VFR departures**: “Maintain VFR at or below 2500’ until advised”
- **Departure gates:** All fixes or VORs depicted on the KISRR3 departure.
- **IFR Departure Procedures**
  - KISRR3
    - Radar vector – All runways and all aircraft

ORF_GND (121.900)

- Due to the simple taxiway layout, there are no preferred taxi routes
- Turbojets must depart runway 05/23

ORF_TWR (120.800)

- **Airspace**: 5nm and up to 3000’
- **ATIS**: Voice
- **Runway Selection**: Wind calm – Runway 5
- **Departure headings:** Runway heading
- **Missed Approach:** Fly runway heading, maintain 2000’.

Chapter 2: Quick Reference (PHF)

PHF_DEL (121.650)

- **Initial altitude for IFR aircraft**: 3000’
- **VFR departures**: “Maintain VFR at or below 2500’ until advised” only if Flight Following
- **Departure gates:** All fixes or VORs depicted on the HENRY3 departure.
- **IFR Departure Procedures**
  - HENRY3
    - Radar vector – All runways and all aircraft

PHF_GND (121.900)

- Due to the simple taxiway layout, there are no preferred taxi routes
- Heavies are preferred to depart runway 07/25

PHF_TWR (118.700)

- **Airspace**: 5nm and up to 2500’
- **ATIS**: Voice
- **Runway Selection**: Wind calm – Northeast flow
- **Departure headings:** Runway heading except runway 20 (250 heading)
- **Missed Approach:** Fly runway heading, maintain 3000’.
-

CHAPTER 3. POSITIONS

The following callsigns and frequencies shall be used when working positions at PHF ATCT, ORF ATCT and TRACON:

Identifier	Position	Frequency	VOX Channel
PHF_DEL	Clearance Delivery	121.650	PHF_6F
PHF_GND	Ground Control	121.900	PHF_6H
PHF_TWR	Local Control	118.700	PHF_6X
ORF_DEL	Clearance Delivery	118.500	ORF_6C
ORF_GND	Ground Control	121.900	ORF_6L
ORF_TWR	Local Control	120.800	ORF_6Z
ORF_DEP	Departure Radar 1 (DR1)	125.200	ORF_6G
ORF_W_APP	**West Feeder Radar (WFR)**	**119.450**	**ORF_6W**
ORF_S_APP	South Feeder Radar (SFR)	127.900	ORF_6S
ORF_E_APP	East Feeder Radar (EFR)	126.050	ORF_6E
ORF_F_APP	Arrival Radar 1 (AR1)	118.900	ORF_6R
ORF_P_APP	Peninsula Sector Radar (PSR)	125.700	ORF_6P
KORF_ATIS	ATIS	127.150	KORF_ATIS

Primary approach sector is 119.450, and shall be used at all times unless the TRACON is split.

CHAPTER 4. PHF CLEARANCE DELIVERY

4-1. IFR DEPARTURE INSTRUCTIONS

a. All IFR departures shall be assigned 3000'. Aircraft should be told to expect their filed cruise altitude ten (10) minutes after departure.

b. If an aircraft is on the HENRY# SID, the "Climb via SID" phraseology cannot be used since there is no published top altitude.

c. Departure gates: All fixes or VORs depicted on the HENRY# departure.

d. All IFR aircraft should be on a preferred routing, TEC route, or coordinated route.

e. All clearances must be issued over voice. CPDLC is not authorized at PHF.

f. All aircraft should be assigned the HENRY# departure. This departure does NOT need to be entered into their flight plan.

g. If aircraft are unable to fly a SID, clear them via the runway heading (unless departing 20, in which case assign heading 250), radar vectors to their first fix, and assign an appropriate altitude.

Cleared to (Destination) via fly heading 250, radar vectors Snow Hill, then as filed"

4-2. VFR DEPARTURE INSTRUCTION

a. All VFR departures shall be told to "Maintain VFR at or below 2500' until advised"

b. Only VFR Aircraft requesting flight following should be assigned an appropriate altitude, departure frequency and squawk code.

"Maintain VFR at or below 2500' until advised. Departure frequency 125.2, squawk 3411."

c. VFR aircraft in the pattern should NOT be assigned a squawk code.

CHAPTER 5. PHF GROUND CONTROL

a. There are no preferred taxi routes due to simplicity of the airport layout.

b. If more than one runway is in use for departures, assign a runway closest to the location of the aircraft. All heavy or super aircraft should depart runway 07/25.

c. Local control owns taxiway G, taxiway D east of runway 02/20 and taxiway F north of runway 07/25.

CHAPTER 6. PHF LOCAL CONTROL

6-1. AIRSPACE

a. Newport Local Control owns five (5) nm from the airport and up to 2500'.

6-2. RUNWAY UTILIZATION

a. Both runways may be used at the same time in "Northeast" or "Southwest" operations

b. Select the two runways most aligned with the wind. If the wind is greater than 15 kts and closely aligned with a single runway, than a single runway may be used.

c. However, it is preferred that heavy and super aircraft depart runway 07/25

6-3. DEPARTURE INSTRUCTIONS

a. Departure headings: Assign all IFR or VFR departures (except runway 20) runway heading unless coordinated otherwise. Aircraft on the HENRY3 departure do not need to be told this in the takeoff clearance.

b. Departing runway 20, assign heading 250

6-4. LAHSO

a. LAHSO is authorized at Newport, see table below;

Runway Landing	Hold Short Runway	Distance
25	02-20	6,550
20	07-25	5,200

6-5. MISSED APPROACHES/GO AROUNDS

a. All missed approaches or go arounds should initially be assigned to fly runway heading and to maintain 3000'.

b. Immediately after a missed approach or go around, Local must coordinate with TRACON to see if there are any additional requests or necessary instructions.

c. Departure releases are suspended in the event of a missed approach or go around. TRACON must release departures before aircraft can be given a takeoff clearance.

CHAPTER 7. ORF CLEARANCE DELIVERY

7-1. DUTIES.

Clearance Delivery (CD) must:

- **a.** Formulate and issue IFR and VFR clearances to aircraft departing ORF. This does NOT include VFR aircraft wishing to conduct pattern work.
- **b.** Review proposed flight plan information received and verify for accuracy and amend routings and altitudes, as necessary, in accordance with appropriate LOA's.

7-2. IFR DEPARTURE INSTRUCTIONS

- **a.** Departure gates: All fixes or VORs depicted on the KISRR# departure.
    - a. RNAV departures to CLT should be routed via KISRR# COUPN CHSLY#
- **b.** All IFR aircraft should be on a preferred routing, TEC route, or coordinated route.
- **c.** All clearances must be issued over voice. CPDLC is not authorized at ORF (?).
- **d.** All aircraft should be assigned the KISRR3 departure. This departure does NOT need to be entered into their flight plan.
- **e.** If aircraft are unable to fly a SID, clear them via radar vectors to their first fix, and assign an appropriate altitude.
- **f.** The initial altitude for all IFR departures it 4000. Climb via SID phraseology may be used if an aircraft is assigned the KISSR# SID.

7-3. VFR DEPARTURE INSTRUCTIONS

- **a.** All VFR departures should be assigned an altitude to maintain, a departure frequency, and a squawk code
- **b.** All VFR departures should be told to maintain VFR at or below 2,500 until advised (unless coordinated)
- **c.** VFR aircraft wishing to conduct pattern work should also be assigned a squawk code with taxi clearance

"Squawk 0245, runway 23, taxi via Charlie"

CHAPTER 8. ORF GROUND CONTROL

a. There are no preferred taxi routes due to simplicity of the airport layout.

b. All turbojets must depart runway 05/23, whichever is active

c. Runway 14/32 is not considered active unless coordinated. If runway 14/32 is active, no turbojets or large turboprops may depart it.

d. Taxiway F is restricted to aircraft with a maximum wing span of 118'

CHAPTER 9. ORF LOCAL CONTROL

9-1. AIRSPACE

a. Norfolk ATCT is delegated the airspace within 5nm of the airport and up to but not including 3000'.

9-2. RUNWAY UTILISATION

a. Runway 05/23 must be in use at ALL TIMES as the primary runway, and all turbojet aircraft and large turboprops must use this runway.

b. All IFR aircraft departing runway 14/32 require a verbal release from ORF TRACON DR1.

c. Touch and goes and low approaches are not permitted on runway 14/32 for aircraft over 12,500 lbs.

d. Runways 05 and 14 are right traffic patterns. Runway 23 and 32 are left traffic patterns. This may be changed if traffic or other conditions require

e. Two and one half nautical miles (nm) separation is authorized between aircraft established on the Norfolk 05/23 final approach courses within ten NM of the landing runway provided:

- **a.** The leading aircraft's weight class is the same or less than the trailing aircraft.
- **b.** Participating B-757 or Heavy aircraft are the trailing aircraft.

f. LAHSO is authorized at Norfolk, see table below;

Runway Landing	Hold Short Runway	Distance
14	05-23	2,850 ft
23	14-32	6,300 ft

9-3. DEPARTURE INSTRUCTIONS

a. Assign all IFR or VFR departures a heading from the table below most consistent with their direction of flight unless coordinated otherwise with DR1.

Runway	Headings
05 or 23	Runway heading
14 or 32	Must be coordinated with release

9-4. DEPARTURE RELEASES

a. All IFR departures have blanket releases unless the following are true:

- i. They are departing a non-active runway
- ii. The aircraft will be landing at a ROA TRACON satellite (ex. PHF)
- iii. ORF TRACON asks for local to call for releases
- iv. The aircraft is departing runway 14/32

b. All opposite direction departure releases shall be verbally coordinated.

c. Releases (verbal or textual) are valid for three (3) minutes.

9-5. MISSED APPROACHES/GO AROUNDS

a. Assign all missed approach or go around aircraft to fly runway heading and maintain 2000'.

b. Immediately after a missed approach or go around, Local must coordinate with TRACON to see if there are any additional requests or necessary instructions.

c. Departure releases are suspended in the event of a missed approach or go around. TRACON must release departures before aircraft can be given a takeoff clearance.

9-6. LINE UP AND WAIT (LUAW)

a. When an aircraft is authorized to LUAW, exchange traffic between all aircraft involved.

b. Do not authorize an aircraft to LUAW on a runway if an arrival has previously been cleared to land on that runway.

c. Do not authorize aircraft to simultaneously LUAW on the same runway.

CHAPTER 10. ORF TRACON

10-1. GENERAL

a. Airspace: Airspace is as depicted in Appendix I

b. When ORF TRACON is consolidated, it will use frequency 119.450 and a voice server of ORF_6W.

c. Unless NTU is open as a separate facility, ORF TRACON will control KNTU and NTU airspace as depicted in appendix I

10-2. DEPARTURE CONTROL AND NOISE ABATEMENT

a. Departures routed via fixes or airways depicted on the KISRR3 departure may be cleared on course without coordination and climbed to FL230 or lower filed cruise altitude.

b. NOISE ABATEMENT. The following procedures apply to aircraft over 12,500 lbs and all turbojet aircraft:

- **a.** Runway 05. Maintain runway heading until crossing the coastline. Right turnouts shall cross the coastline southwest bound at or above 3,000 feet.
- **b.** Runway 23. Maintain runway heading until 3NM from the airport.
- **c.** Runway 14. Maintain runway heading until 1.5 NM from the airport.
- **d.** Runway 32. Maintain runway heading until over NGU or until the aircraft climbs above 2,000 feet.

10-3. ARRIVAL CONTROL AND NOISE ABATEMENT

a. TRACON has control for turns not greater than 30 degrees off course, but not for descents, on initial contact.

b. See the table in Chapter 10: Inter-facility Coordination for a list of handoffs from ZDC.

c. The following procedures apply to all aircraft over 12,500 lbs. and all turbojet aircraft:

- **a.** Runway 05.
  - **i.** Arrivals from the north (over CCV, HCM, STEIN) should be vectored to a downwind leg west of ORF, turned on to base leg at or above 2,500 feet, and should remain above 2,000 feet until intercepting final.
  - **ii.** Arrivals from the southwest are not affected by noise abatement procedures.
  - **iii.** Arrivals from the North weighing 12,500 lbs. or less may be vectored to either downwind without prior coordination.
- **b.** Runway 23.
  - **i.** Arrivals from the north are not affected by noise abatement procedures.
  - **ii.** Arrivals from the southwest:
    - **1.** ORF arrivals should be kept at or above 2,500 feet until crossing the NGU Runway 28 final approach (coastline). Altitude restrictions do not apply to vectors beyond that point.
    - **2.** NGU arrivals from the southwest should be kept at or above 3,000 feet until reaching 5 miles south of ORF. Altitude restrictions do not apply to vectors beyond that point.
- **c.** Runway 14. Arrivals should remain at or above 2,500 feet until descent is required for landing.
- **d.** Runway 32. Arrivals should remain at or above 2,500 feet until descent is required for landing.

d. Scratchpads:

- **a.** All arrival aircraft should have appropriate scratchpad information entered before communications are transferred to local control. Correct scratchpad entries are the letter (see table below) signifying approach type, and the runway.

Approach Type	Letter
VISUAL	V
ILS	I
RNAV	R
VOR	O
NDB	N
LDA/LOC	L
PATTERN ENTRY (VFR)	P

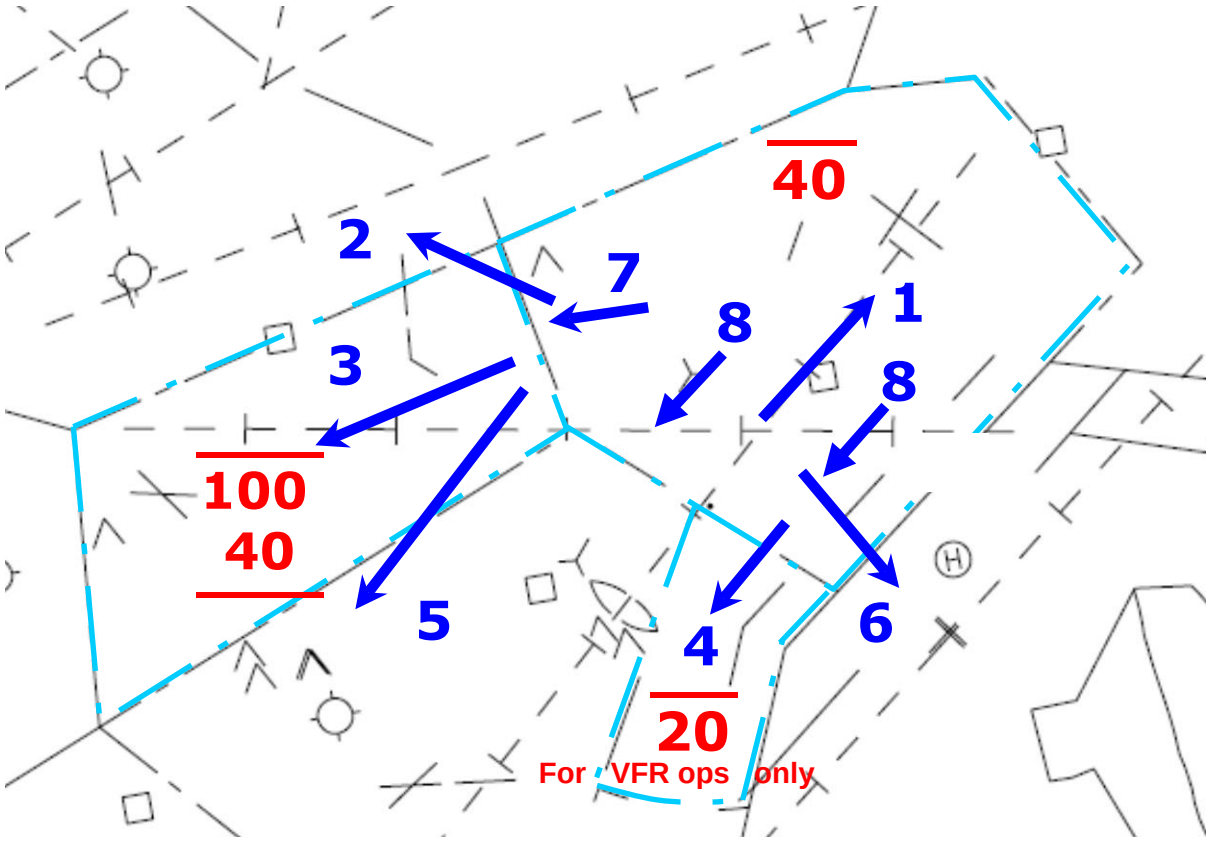
Ex. R06 = RNAV Runway 6.

L06 = LDA Y or X Runway 6

CHAPTER 11. TRACON POSITIONS

11-1. DR-1

DR-1 Northeast Airspace Depiction



NOTES:

(1) Give hand-off to EFR climbing to 4000 ft. or requested altitude if lower.

(2) Give hand-off to PSR on shuttle traffic at 4000 ft.

(3) Give hand-off to WFR climbing to 10000 ft. or requested altitude if lower.

(4) Give hand-off to SFR climbing to 5000 ft. or requested altitude if lower. DR-1 must coordinate this with AR-1.

(5) Give hand-off to SFR climbing to 10000 ft. or requested altitude if lower.

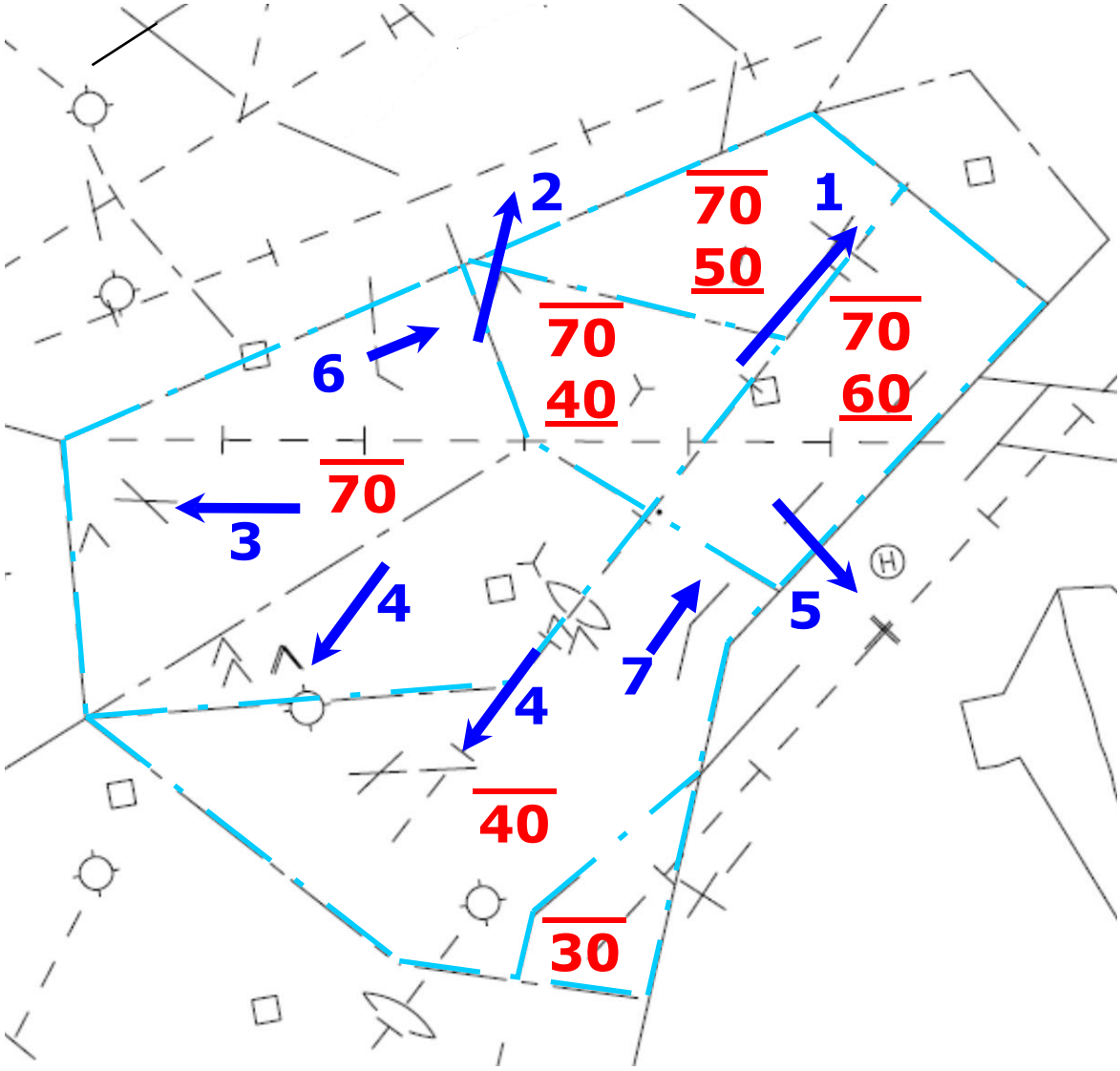
(6) DR-1 must coordinate this with EFR.

(7) Give hand-off to AR-1 on traffic departing NGU requesting the GCA pattern at 2000 ft.

(8) Give hand-off to AR-1 on traffic landing ORF, NGU or AR-1 Satellites at 3000 ft.

NOTE: This feed not intended to supplant EFR requirements to follow normal flow and sequencing.

DR-1 Southwest Airspace Depiction



NOTES:

(1) Give hand-off to EFR climbing to 7000 ft. or requested altitude if lower.
(2) Give hand-off to PSR on shuttle traffic at 4000 ft.
(3) Give hand-off to WFR climbing to 7000 ft. or requested altitude if lower.
(4) Give hand-off to SFR climbing to 4000 ft. or requested altitude if lower.

(5) Give hand-off to AR-1 on aircraft landing NGU and ORF at 3000 ft. and NGU departures requesting GCA pattern at 2000 ft.

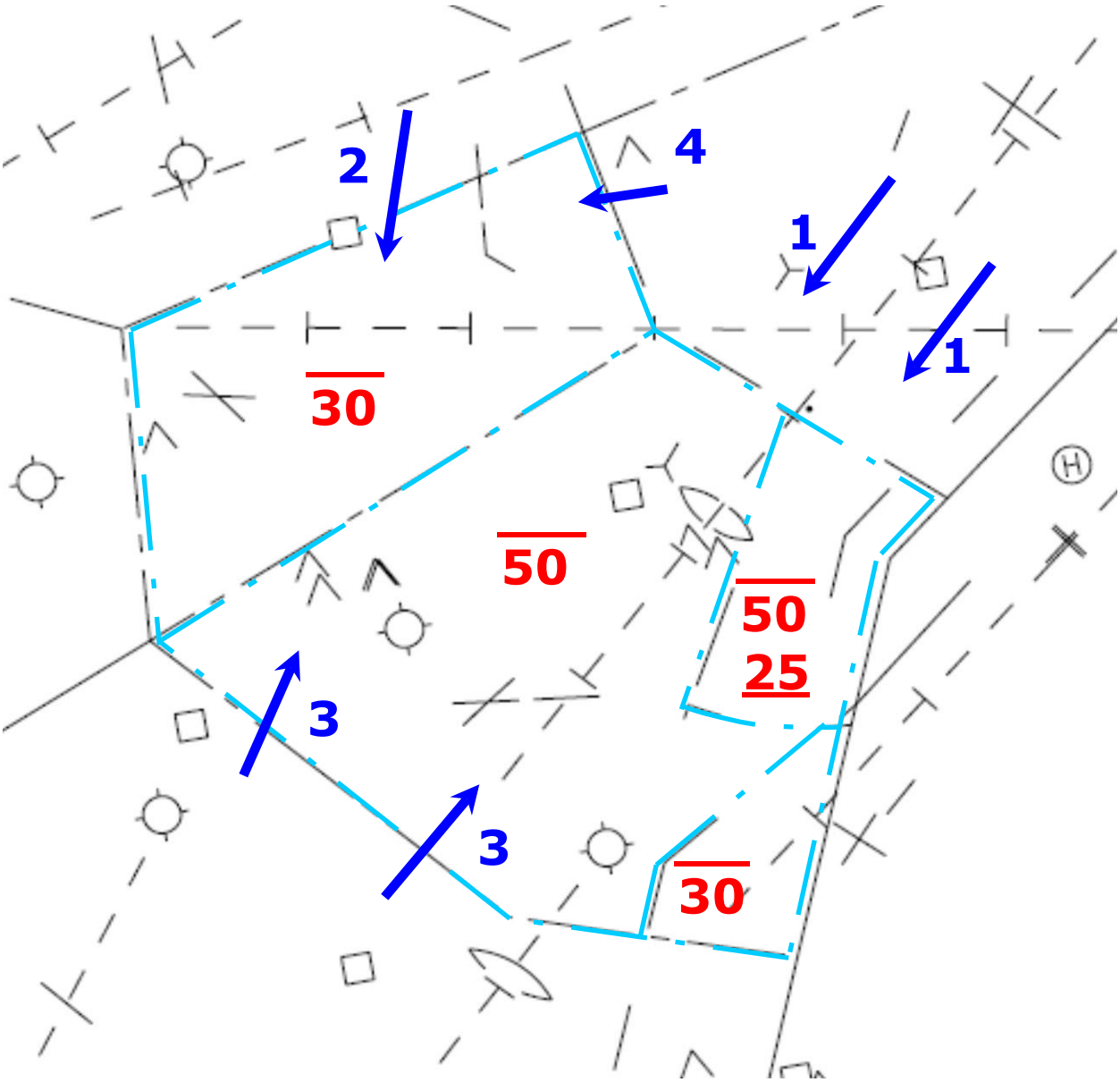
NOTE: This feed not intended to supplant feeder requirements to follow normal flow and sequencing.

(6) Give hand-off to AR-1 on traffic landing ORF or NGU at 3000 ft.

NOTE: This feed not intended to supplant SFR requirements to follow normal flow and sequencing.

11-2. AR-1

AR-1 Northeast Airspace Depiction



NOTES:

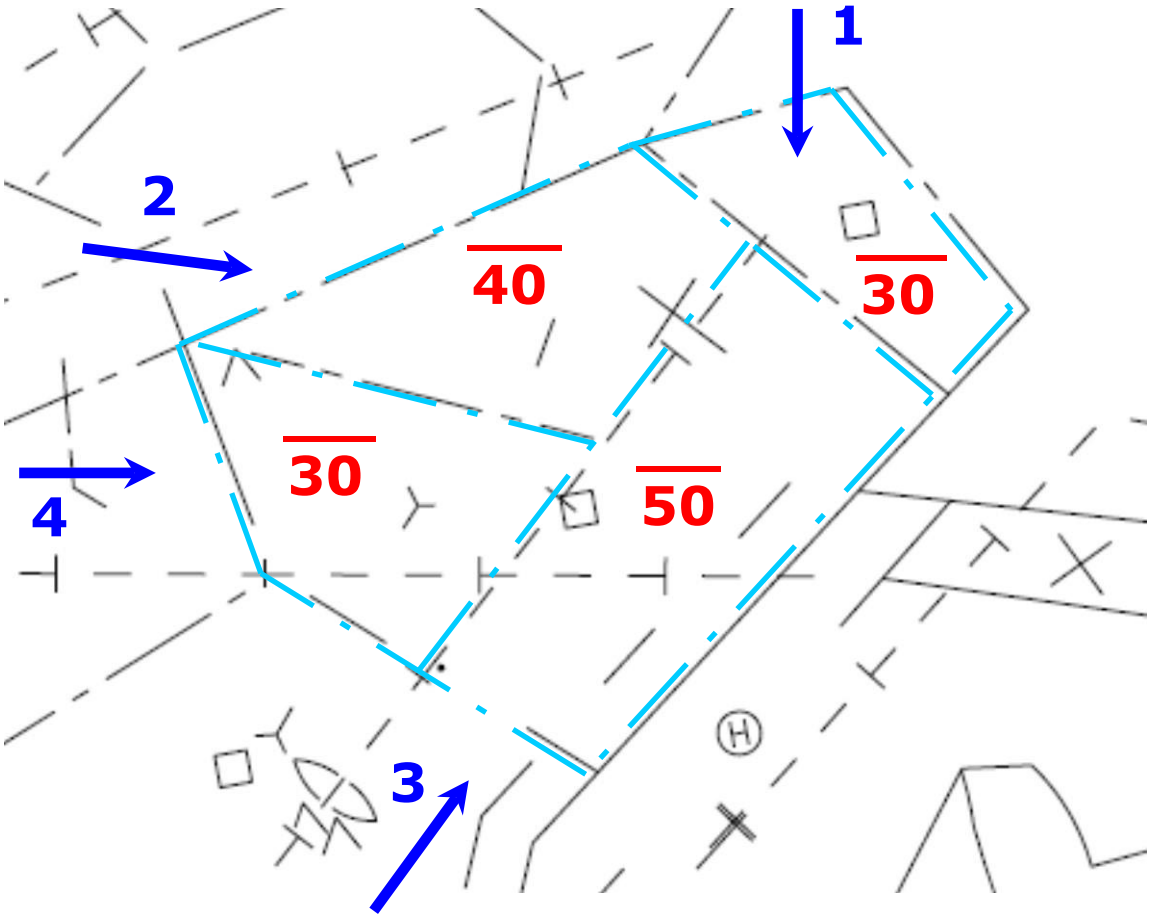
(1) Receive hand-off on traffic landing NGU, ORF or AR-1 Satellites from:

(a) EFR, left or right downwind, descending to 5000 ft.
(b) DR-1, left or right downwind, at 3000 ft.

(2) Receive hand-off from PSR for shuttle traffic at 3000 ft.

(3) Receive hand-off from SFR descending to 4000 ft.

(4) Receive hand-off from DR-1 on traffic departing NGU requesting the GCA pattern at 2000 ft.



NOTES:

(1) Receive hand-off from EFR descending to 4,000 ft.

(2) Receive hand-off from PSR for shuttle traffic at 3,000 ft.

(3) Receive hand-off from::

(a) SFR on aircraft landing ORF and NGU descending to 5,000 ft.

(b) DR-1 on aircraft landing ORF and NGU at 3000 ft.

NOTE: This feed not intended to supplant feeder requirements to follow normal flow and sequencing.

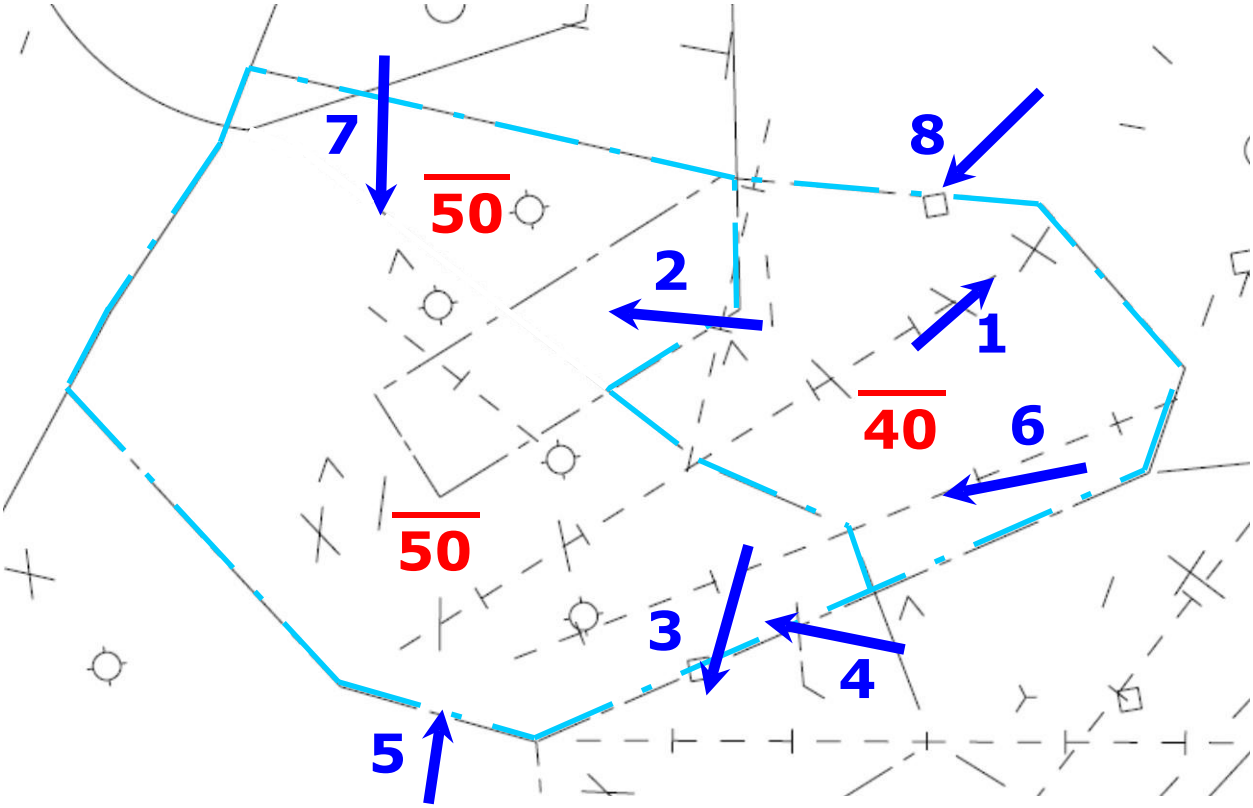
(4) Receive hand-off from DR1 on:

(a) JRB arrivals at 5,000 ft. AR-1 has control for descent within lateral limits of AR-1 airspace. (see "JRB" AIT procedure).

(b) Aircraft landing NGU and ORF at 3000 ft. and NGU departures requesting GCA pattern at 2000 ft.

11-3. PSR

PSR Northeast Airspace Depiction.



Notes:

(1) Give hand-off to EFR climbing to 4,000 ft. or requested altitude if lower.

(2) Give hand-off to WFR climbing to 5,000 ft. or requested altitude if lower.

(3) Give hand-off to AR1 for shuttle traffic at 3,000 ft.

(4) Receive hand-off from DR1 for shuttle traffic at 4,000 ft.

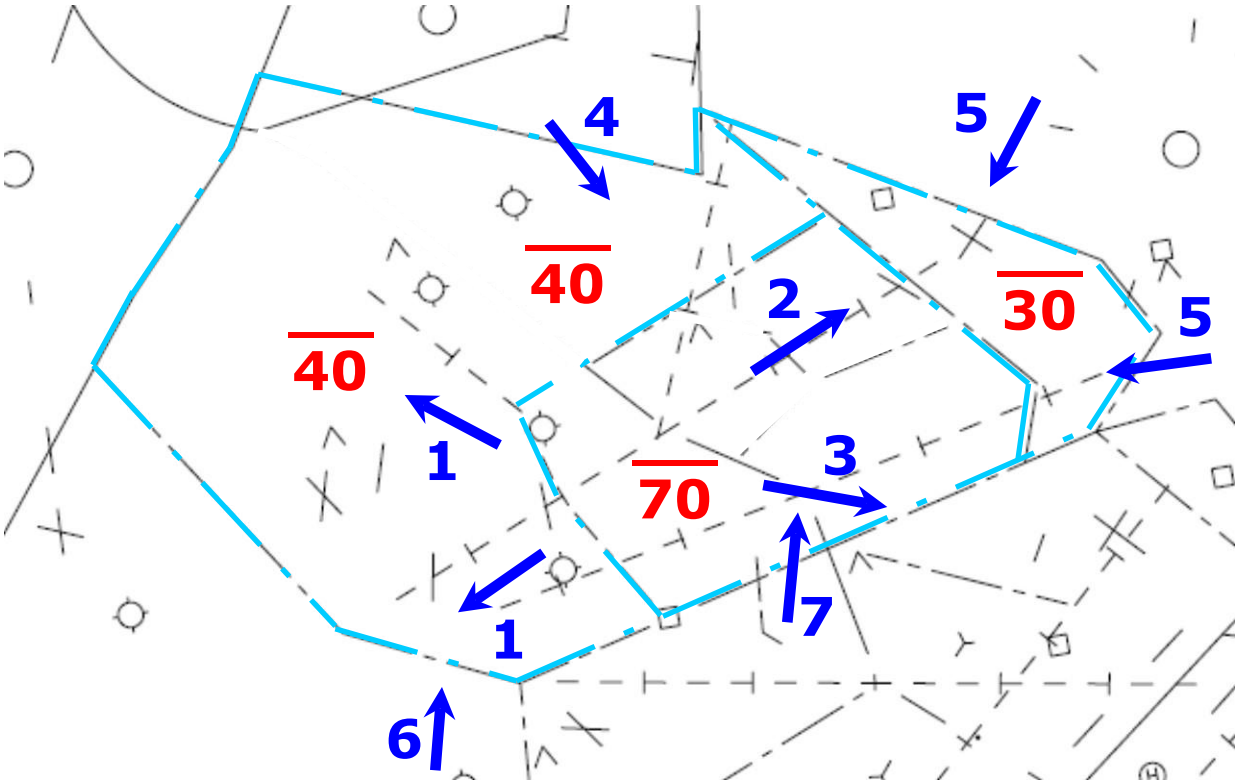
(5) Receive hand-off from SFR descending to 4,000 ft.

(6) Receive hand-off from EFR descending to 5,000 ft.

(7) Receive hand-off from WFR for ZDC HCM traffic descending to 6,000 ft.
Receive hand-off from WFR for PCT HCM traffic descending to 3,000 ft.

(8) Receive hand-off from EFR descending to 5,000 ft.

PSR Southwest Airspace Depiction.



NOTES:

(1) Give hand-off to WFR climbing to 4000 ft. or requested altitude if lower.

(2) Give hand-off to EFR climbing to 7000 ft. or requested altitude if lower.

(3) Give hand-off to AR-1 for shuttle traffic at 3000 ft.

(4) Receive hand-off from WFR descending to 4000 ft.

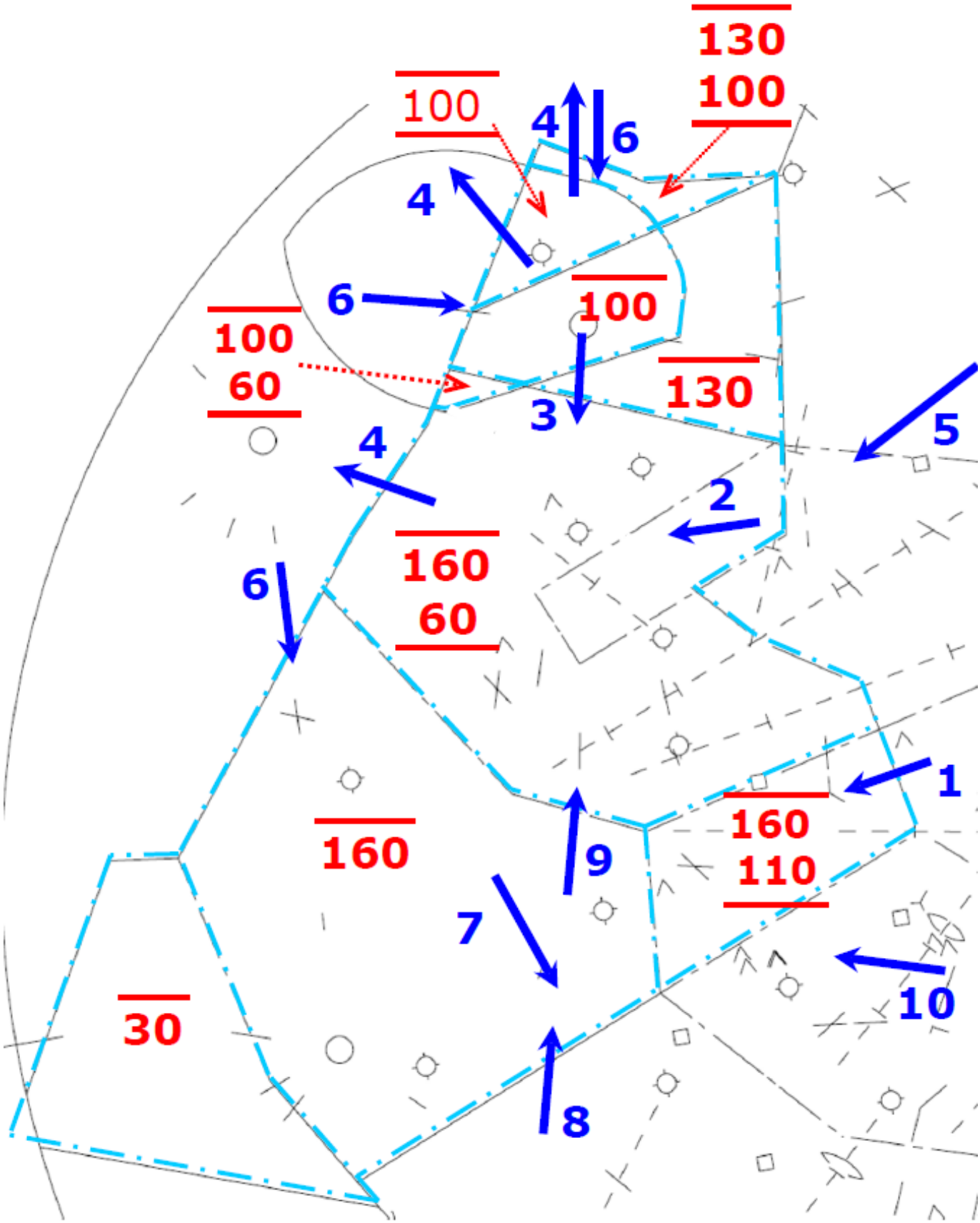
(5) Receive hand-off from EFR descending to 4000 ft.

(6) Receive hand-off from WFR descending to 5000 ft.

(7) Receive hand-off from DR-1 for shuttle traffic at 4000 ft.

11-4. WFR

WFR Northeast Airspace Depiction.



NOTES:

(1) Receive hand-off from DR1 climbing to 10000 ft. or requested altitude if lower.

(2) Receive hand-off from PSR climbing to 5000 ft. or requested altitude if lower.

(3) Give hand-off to PSR for arrival traffic received from ZDC descending to 6000 ft.
Give hand-off to PSR for arrival traffic received from PCT descending to 3000 ft.

(4) Receive hand-off from EFR for PCT arrival traffic in the vicinity of New Point Comfort descending to 12000 ft.

NOTE: WFR has control of these aircraft in EFR airspace for descent and turns toward HPW.

(5) Give hand-off to SFR for southside arrival traffic at 7000 ft.

NOTE: SFR has control of these aircraft in WFR airspace for descent and turns toward ORF.

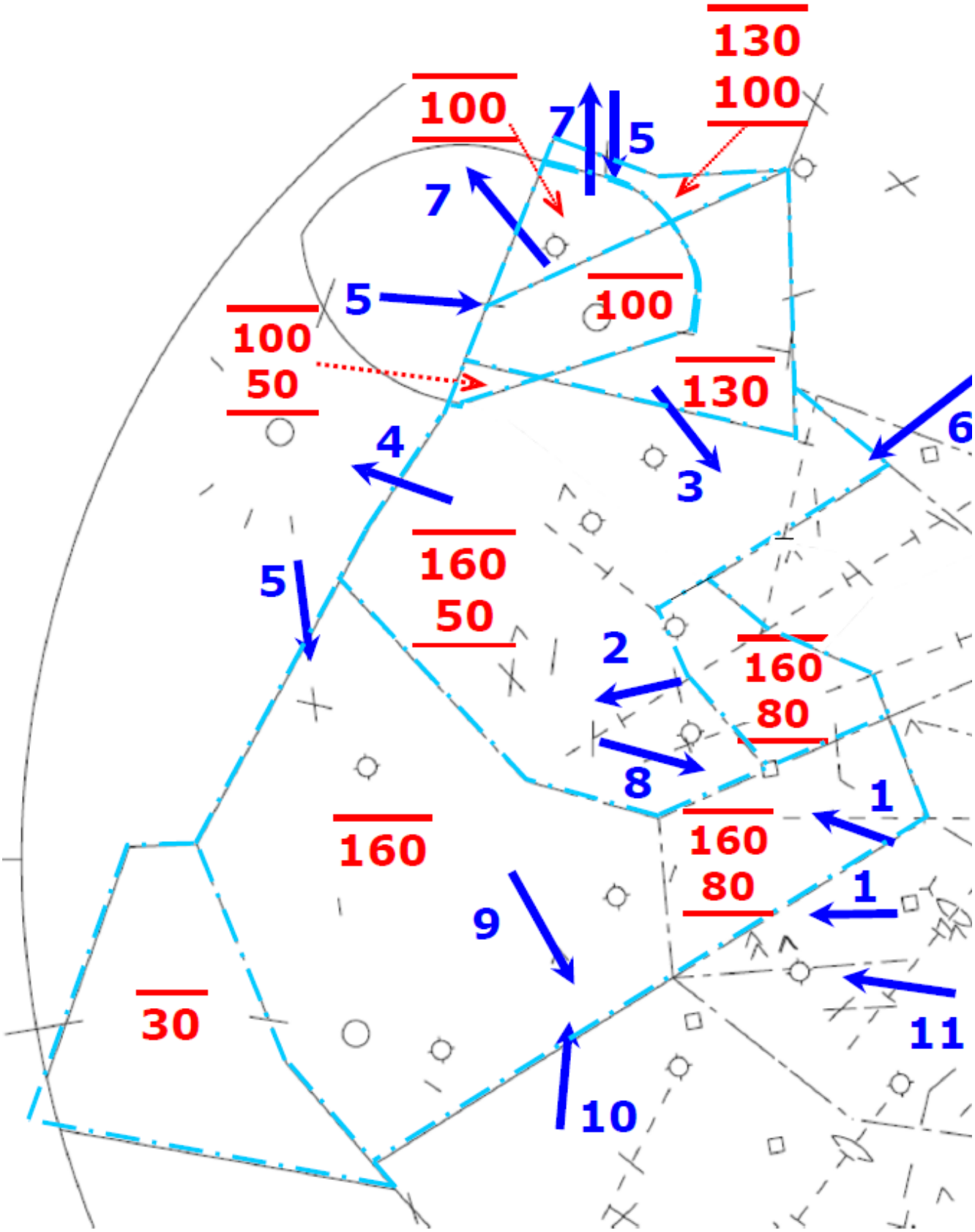
(6) Receive hand-off from SFR descending to 4000 ft.

(7) Give hand-off to PSR descending to 4000 ft.

(8) Receive hand-off from SFR of NTU departure traffic climbing to 14000 ft. or requested altitude if lower.

NOTE: WFR has control of these aircraft to turn towards the departure fix when aircraft is west of J174.

WFR Southwest Airspace Depiction.



NOTES:

(1) Receive hand-off from DR-1 climbing to 7000 ft. or requested altitude if lower.

(2) Receive hand-off from PSR climbing to 4000 ft. or requested altitude if lower.

(3) Give hand-off to PSR descending to 4000 ft.

(4) Receive hand-off from EFR for PCT arrival traffic in the vicinity of New Point Comfort descending to 12000 ft.

NOTE: WFR has control of these aircraft in EFR airspace for descent and turns toward HPW.

(5) Give hand-off to DR-1 at 5000 ft. (see "JRB" AIT procedure)

(6) Give hand-off to SFR at 7000 ft.

NOTE: SFR has control of these aircraft in WFR airspace for descent and turns toward ORF.

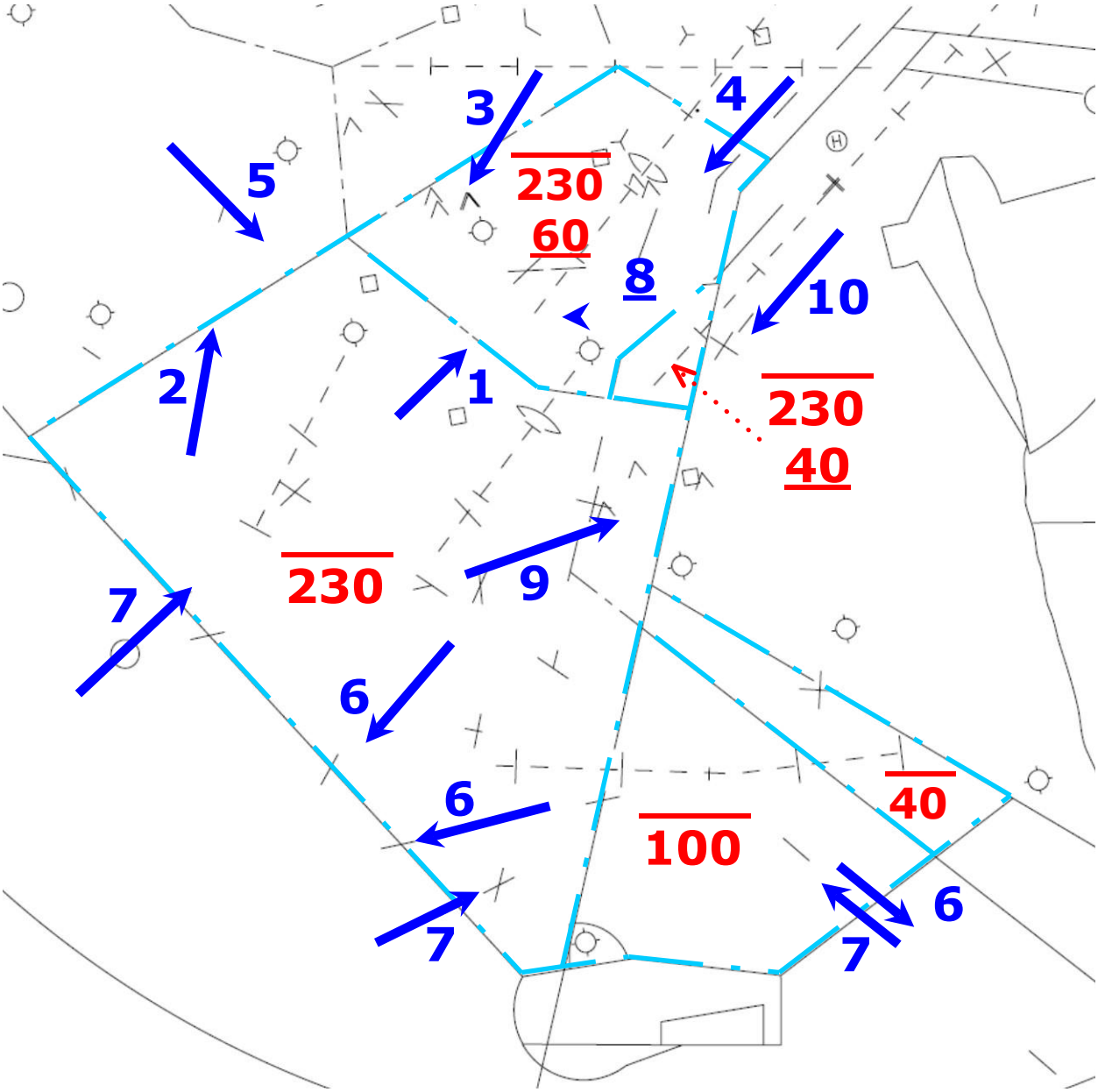
(7) Receive hand-off from SFR descending to 5000 ft.

(8) Receive hand-off from SFR of NTU departure traffic climbing to 14,000 ft. or requested altitude if lower.

NOTE: WFR has control of these aircraft to turn towards the departure fix when aircraft is west of J174.

11-5. SFR

SFR Northeast Airspace Depiction



NOTES:

(1) Give hand-off to AR1 descending to 4,000 ft.

(2) Give hand-off to WFR for peninsula arrival traffic descending to 4,000 ft.

(3) Receive hand-off from DR1 climbing to 10,000 ft. or requested altitude if lower.

(4) Receive hand-off from DR1 climbing to 5,000 ft or requested altitude if lower.

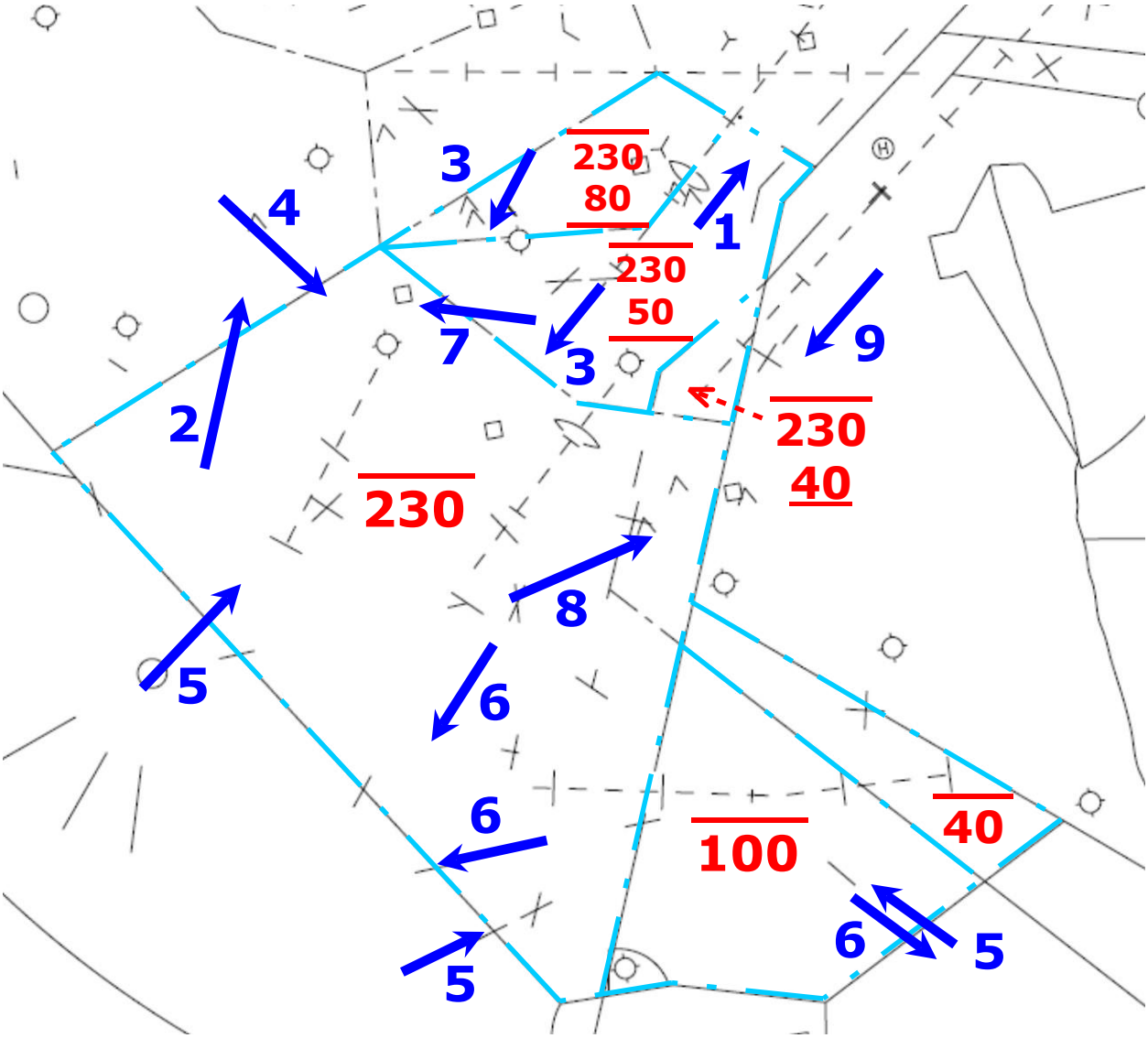
(5) Receive hand-off from WFR for southside arrival traffic at 7,000 ft.

NOTE: SFR has control of these aircraft in WFR airspace for descent and turns toward ORF.

(6) Give hand-off to ZDC for NTU departure F14/F18 aircraft per ZDC/ORF LOA. Give hand-off to WFR of NTU departure traffic climbing to 14,000 ft. or requested altitude if lower.

NOTE: WFR has control of these aircraft to turn towards the departure fix when aircraft is west of J174.

Figure 5-15. SFR Southwest Airspace Depiction



NOTES:

(1) Give hand-off to AR-1 descending to 5000 ft.
(2) Give hand-off to WFR descending to 5000 ft.
(3) Receive hand-off from DR-1 climbing to 4000 ft. or requested altitude if lower.
(4) Receive hand-off from WFR for southside arrival traffic at 7000 ft.

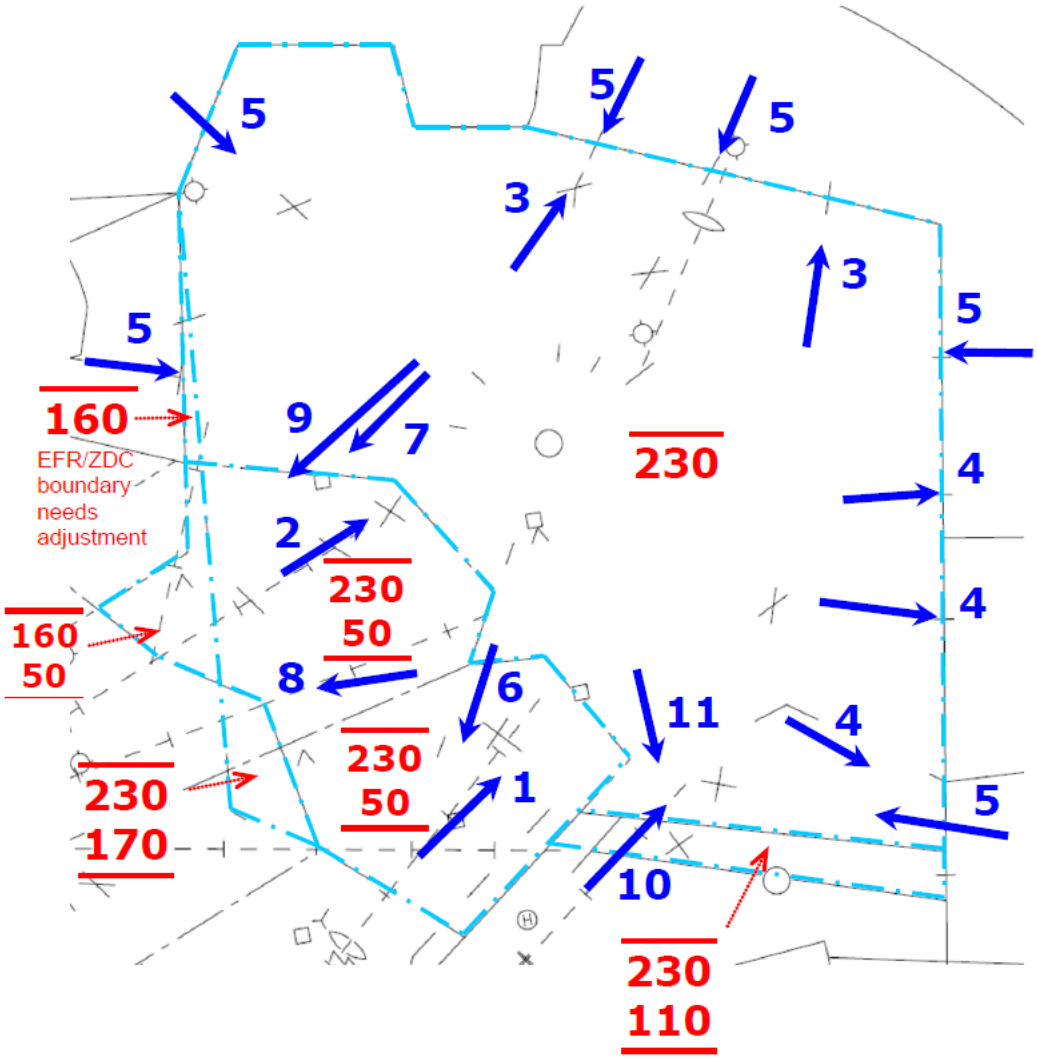
NOTE: SFR has control of these aircraft in WFR airspace for descent and turns toward ORF.

(5) Give hand-off to ZDC of NTU departure F14/F18 aircraft per the ZDC/ORF LOA.
Give hand-off to WFR of NTU departure traffic climbing to 14,000 ft. or requested altitude if lower.

NOTE: WFR has control to turn aircraft towards the departure fix when aircraft is west of J174.

11-6. EFR

EFR Northeast Airspace Depiction



NOTES:

(1) Receive hand-off from DR1 climbing to 4,000 ft. or requested altitude if lower.

(2) Receive hand-off from PSR climbing to 4,000 ft. or requested altitude if lower.

(3) Give hand-off to ZDC or NHK per LOAs.

(4) Give hand-off to AR1 descending to 5,000 ft. (left or right downwind).

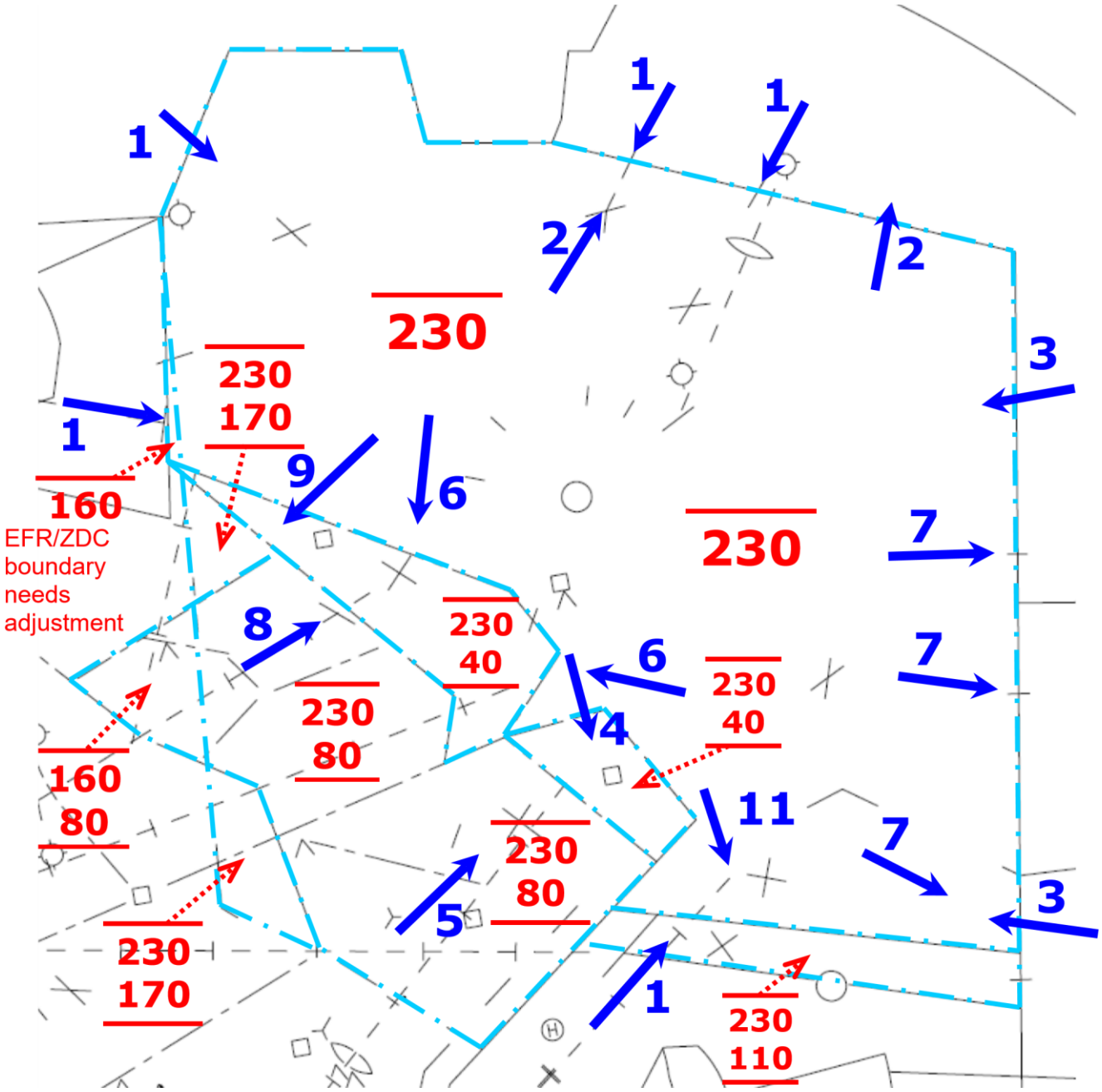
(5) Give hand-off to PSR descending to 5,000 ft.

(6) Give hand-off to PSR descending to 5,000 ft.

(7) Give hand-off to WFR of PCT arrival traffic in the vicinity of New Point Comfort descending to 12,000 ft.

NOTE: WFR has control of these aircraft in EFR airspace for descent and turns toward HPW.

EFR Southwest Airspace Depiction.



NOTES:

(1) Give hand-off to AR-1 descending to 4000 ft.
(2) Receive hand-off from DR-1 climbing to 7000 ft. or requested altitude if lower.
(3) Give hand-off to PSR descending to 4000 ft.
(4) Receive hand-off from PSR climbing to 7000 ft. or requested altitude if lower.
(5) Give hand-off to WFR of PCT arrival traffic in the vicinity of New Point Comfort descending to 12,000 ft.

NOTE: WFR has control of these aircraft in EFR airspace for descent and turns toward HPW.

CHAPTER 12. INTER-FACILITY COORDINATION

ZDC to ORF TRACON

ZDC will handoff to ORF TRACON according to the following table:

ARRIVAL AIRPORT	PROCEDURE	A/C TYPE	LOCATION	INSTRUCTION
ORF	STEIN	Any	STEIN	10000
	SBY V1/SWL CCV	JET	FATOM or 10 N CCV	10000
		PROP		8000
	TERKS# or J42	Any	TERKS	14000
ORF or PHF	DRONE#	JET	DRONE	11000
		PROP		9000
PHF	J24	Any	HCM	11000

APPENDIX 1. AIRSPACE

NOTE – NTU falls under the control of ORF TRACON unless it is opened separately