



Honolulu Control Facility

HILO ATCT STANDARD OPERATING PROCEDURES

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Version	C
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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Hilo Air Traffic Control Tower (ITO). The procedures described herein are supplemental to the Honolulu Control Facility Policy and FAA Order JO 7110.65, as well as any published FAA guidelines or procedures.

Distribution

This document is distributed to all Honolulu Control Facility personnel.

Responsibility

The Air Traffic Manager or their designee shall be responsible for the maintenance of this document and any policies that deviate from it.

Procedural Deviations

Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. A situation may arise that is not adequately covered herein; in such an event use good judgment to effectively resolve the problem.

Updates and Changes

The Air Traffic Manager or their designee may post interim changes to this document in the form of notices via the HCF website and discord. Controllers are requested to check for any notices prior to controlling for changes in procedures.

Cancellation

This document cancels any relevant procedures or agreements previous to this one, beginning on the date of effectiveness of this document.

TABLE OF REVISIONS

DATE	REVISION	EDITOR/VERSION
10 Oct 2022	Initial Release	Joseph Kerr HCF-8A
10 Nov 2023	New I.D. Codes and House-keeping	Dave Mayes HCF-8B
06 Jan 2040	Preferred IFR Route Update	Dirk Thorben Kottenhahn ITO 7110.1C

Table of Contents

1	Operational Positions.....	4
2	Ground Control.....	5
2.1	Responsibilities.....	5
2.2	Preferred Routing	5
2.3	IFR Departure Frequencies.....	6
2.4	VFR Departure Instructions	6
3	Local Control.....	7
3.1	Responsibilities.....	7
3.2	Departure Procedures.....	7
3.3	Arrival Procedures	7
3.4	Departure Releases.....	7
3.5	Missed Approaches/Go-Arounds.....	8
3.6	Closed Traffic.....	8

1 Operational Positions

Position	Name	Call Sign	Frequency
Ground*	Hilo Ground	ITO_GND	121.900
Tower*	Hilo Tower	ITO_TWR	118.100
Approach*	Hilo Approach	ITO_APP	119.700
ATIS	Hilo ATIS	ITO_ATIS	126.400

*Open from 0600-2200 HST (1600-0800Z). Between the hours of 2200-0600 HST, contact
HNL_07_CTR 126.600.

2 Ground Control

2.1 Responsibilities

- (a) Issue ATC clearances to all IFR and VFR aircraft.
 - 1. Initial Altitude for all IFR aircraft is 4,000 ft.
- (b) GC is responsible for all taxiways.
- (c) GC control does not authorize pushbacks or startups.
- (d) GC shall ensure that pilots have the most current ATIS prior to reaching the threshold of the runway.
- (e) GC shall ensure that IFR (or VFR Flight Following) aircraft are squawking the correct beacon code prior to reaching the threshold of the runway.
- (f) GC shall ensure that runway crossings are coordinated with LC.

2.2 Preferred Routing

Destination	Aircraft Type	Altitude	Other Restrictions	Route
HNL	JETS	At or above 10,000	ITO ATCT Open	ITO.V22.OKALA.V16.UPP.V16.LNY.JULLE5.HNL
HNL	PROPS	At or above 8,000	ITO ATCT Open	ITO.V22.OKALA.V16.LNY.JULLE5.HNL
HNL	JETS	At or above 10,000	ITO ATCT Closed	ITO.PARIS4.PARIS.V2.UPP.V16.LNY.JULLE5.HNL
HNL	PROPS	At or above 7,000	ITO ATCT Closed	ITO.PARIS4.PARIS.V2.UPP.V16.LNY.JULLE5.HNL
HNL	JETS	At or below 9,000	ITO ATCT Open	ITO.V22.OKALA.V16.LNY.JULLE5.HNL
HNL	PROPS		ITO ATCT Open	ITO.V22.OKALA.V16.UPP.V23..V7.LNY.JULLE5.HNL
HNL	JETS	At or below 9,000	ITO ATCT Closed	PARIS4.PARIS.V2.LNY.JULLE5.HNL
HNL	PROPS		ITO ATCT Closed	PARIS4.PARIS.V2.UPP.V23..V7.LNY.JULLE5.HNL
LIH	ALL	At or above 10,000	ITO ATCT Open	ITO.V22.OKALA.V16.UPP.V23.FIRES.V20.JULLE.V16.NAPUA..LIH
LIH	ALL	At or above 10,000	ITO ATCT Closed	PARIS4.PARIS.V2.UPP.V23.FIRES.V20.JULLE.V16.NAPUA..LIH
LIH	ALL	At or below 9,000	ITO ATCT Open	ITO.V22.OKALA.V16.UPP.V2.LNY.V16.NAPUA..LIH
LIH	ALL	At or below 9,000	ITO ATCT Closed	PARIS4.PARIS.V2.LNY.V16.NAPUA..LIH

OGG	ALL	At or above 8,000	ITO ATCT Open	ITO.V22.OKALA.V16.UPP.V2.HARPO.CAMPS4.OGG
OGG	ALL	At or above 7,000	ITO ATCT Closed	PARIS4.PARIS.V2.HARPO.CAMPS4.OGG
JHM	ALL		ITO ATCT Open	ITO.V22.OKALA.V16.LNY.LNY014R.BOGEE..JHM
JHM	ALL		ITO ATCT Closed	PARIS4.PARIS.V2.UPP.V16.LNY.LNY014R.BOGEE..JHM
KOA	ALL		ITO ATCT Open	ITO.V22.OKALA.VECKI9.KOA
KOA	ALL		ITO ATCT Closed	PARIS4.PARIS.V2.UPP.VECKI9.KOA
MUE	ALL		ITO ATCT Open	ITO.V22.OKALA.V16.TIGAH.V3.MUE
MUE	ALL		ITO ATCT Closed	PARIS4.PARIS.V3.MUE
BKH	ALL			ITO.V22.OKALA.V16.SOK..ASAYA..BKH
HHI	ALL		ITO ATCT Open	ITO.V22.OKALA.V16.ALANA..HHI
HHI	ALL		ITO ATCT Closed	PARIS4.PARIS.V2.UPP.V16.ALANA..HHI
NGF	ALL	At or above 7,000	ITO ATCT Open	ITO.V22.OKALA.V16.LNY.V7.MKK..NUDSE..NGF
NGF	ALL	At or above 7,000	ITO ATCT Closed	PARIS4.PARIS.V2.UPP.V16.LNY.V7.MKK..NUDSE..NGF
JRF	JETS		ITO ATCT Open	ITO.V22.OKALA.V16.ALANA..GECKO..JRF
JRF	JETS		ITO ATCT Closed	PARIS4.PARIS.V2.UPP.V16.ALANA..GECKO..JRF
JRF	PROPS	At or above 8,000	ITO ATCT Open	ITO.V22.OKALA.V16.GECKO..JRF
JRF	PROPS	At or above 7,000	ITO ATCT Closed	PARIS4.PARIS.V2.UPP.V16.GECKO..JRF

2.3 IFR Departure Frequencies

Time	Callsign/Frequency
0600 – 2200 HST	Hilo Approach (119.700)
2200 – 0600 HST	HCF Center (126.600)

2.4 VFR Departure Instructions

- (a) All VFR departures requesting flight following shall be assigned a discrete beacon code.
- (b) All VFR departures shall be instructed to “maintain VFR at or below 1500”

3 Local Control

3.1 Responsibilities

- (a) LC is responsible for all aircraft operating in the class “D” airspace.
- (b) LC is responsible for selecting the active runways based on the weather conditions.
- (c) LC must communicate runway changes with the appropriate Center Controller as well as GC and must ensure that all controllers are ready for the switch.
- (d) LC shall not start radar track on any aircraft, Hilo Tower is not a radar equipped tower.

3.2 Departure Procedures

- (a) LC shall provide proper spacing to all aircraft in the Hilo Class “D”
- (b) LC is required to obtain departure releases from Hilo Approach or HCF Center for all IFR aircraft
- (c) LC may use rolling calls if properly coordinated and approved by Approach or Center.
- (d) LC shall transfer communication to ITO_APP or HCF Center as soon as feasible after departure.
- (e) VFR departures remaining within the Class “D” shall remain on the Tower frequency.
- (f) IFR departures shall be assigned departure instructions based on the following IFR departure headings table:

Runway	Heading
08	Runway Heading
26	Turn Right 307
03	Runway Heading
21	Turn Right 360

3.3 Arrival Procedures

- (a) LC is responsible for proper separation of all aircraft under their control.
- (b) LC shall provide VFR aircraft with entry instructions into the pattern.

3.4 Departure Releases

- (a) LC will request a Departure Release to Hilo/HCF Center for all IFR departures unless blanket releases are in effect.
- (b) Departure Releases/Rolling Calls will include the following content:
 1. Aircraft Callsign
 2. SID or Initial Waypoint
 3. Departure Runway

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- (c) If Blanket Releases are in effect, a Rolling Call will be sent to Approach/Center for each IFR departure.

3.5 Missed Approaches/Go-Arounds

- (a) Advise all IFR aircraft on Missed Approach/Go Arounds to fly the Published Missed Approach and contact TRACON.
- (b) If TRACON is not online, advise IFR to fly the Published Missed Approach and monitor Unicom. If aircraft does not have the published missed approach or is on a Visual Go Around, advise aircraft to fly a heading in accordance with 3.2.f.

3.6 Closed Traffic

- (a) VFR aircraft may operate in the pattern at or below 1,500 feet.
- (b) Runway 8 shall utilize left closed traffic, runway 26 shall utilize right closed traffic.
- (c) Runway 21 shall utilize right closed traffic, runway 3 shall utilize left closed traffic.