

BJC TOWER TIPS

In the interest of improving air safety, airport operations, and communications between controllers and pilots, the staff at Metro Tower has compiled these tips. Most of the items deal with communications and procedures and are simple reminders to help us work together effectively.

1. Communications

- a) When you dial up the frequency, listen first before transmitting!!! Please don't block other transmissions. If the controller has just broadcast a question or instruction to another pilot, allow that pilot time to answer or acknowledge before you transmit.
- b) Know what you are going to say before keying the microphone, thereby making efficient use of transmission time.
- c) Say it all on the first call, rather than establishing communications first. Each initial transmission should include five things:
 1. Who you are calling (e.g. Metro Tower).
 2. Who you are (e.g. Mooney 8221R).
 3. Where you are (e.g. 8 miles NE).
 4. What you want to do (e.g. land, touch and go's, etc.).
 5. The ATIS code!!

This doesn't take long. Examples: "Metro Tower, Cessna six-one-seven-four-Kilo, over Louisville, inbound for landing, with Echo". "Metro Ground, Cherokee eight-one-three-one-two, on the east ramp, taxi for take-off northbound with November".
- d) Another way to make your transmissions efficient is to shorten your call sign to the last three characters after initial call up. For example, you are Cherokee five-four-four-eight-foxtrot on initial call up, but on subsequent calls you are Cherokee four-eight-foxtrot. You may be asked to use your full call sign with every transmission if we have aircraft with similar sounding identifications.
- e) Acknowledge all clearances. As controllers, we must know if you have heard us.
- f) Important words and meanings:

Affirmative: Yes!
Negative: No!
Roger: I have received all of your last transmission. **It should not be used to answer a question requiring a yes or no answer!**
WILCO: I have received your message, understand it, and will comply with it. (This is a good word in air traffic control).
- g) If you don't understand, ASK! If you aren't sure what the controller wants you to do, don't guess, ASK! An air traffic controller cannot separate you from traffic if you do something that he or she isn't expecting.
- h) LISTEN! We understand there is a lot of flight instruction going on at this airport which can distract the student and instructor from radio transmissions, but it helps everything from safety to efficiency if we don't have to make numerous radio calls to establish contact with you.

2. Procedures

- a) Don't land without a clearance. This sounds ridiculously simple, yet instances of this are not uncommon at Metro.

Remember that "Number 2, follow the Citation on two mile final" is not a clearance to land. If you are on a mile final and haven't heard "Cleared to land", ask about a landing clearance.

- b) "Cleared to land" is not a touch-and-go clearance.

Runway separation standards are different for full stop aircraft and touch and go aircraft. We must know that you intend to do a touch and go, and you must have a clearance to do so.

- c) When given taxi instructions to the active runway, read back the runway assignment.

Example: "Cessna niner-seven-eight-four-eight, Metro ground, taxi to runway one-one left". Respond, "Cessna eight-four-eight, roger, runway one-one left".

- d) When given hold short of runway instructions, read back the instructions verbatim.

Example: "Cherokee four-eight-foxtrot, hold short of runway two-niner right, landing traffic." Respond: "Cherokee four-eight foxtrot, holding short of runway two-niner right".

- e) Runway exiting: When exiting a runway, you must taxi past the hold line unless the controller instructs you to hold short of the taxiway. Pilots are required to taxi past the hold line in order to clear the runway.
- f) Traffic advisories: When given traffic advisories, let the controller know when you have the traffic in sight, or if you lose sight of the traffic. It makes everyone's job easier when you keep us advised on traffic.
- g) Class Delta surface area – Remember to establish communications before entering the Class Delta surface area. Our Class Delta surface area is 4.8 nautical miles measured from the center of the airport, **not from the VOR**. Give yourself some leeway, and call 7-10 miles out.

3. New at Rocky Mountain Airport:

- a) The TWY A relocation project has been completed! It is now a straight line from one end to the other with no more "jogs". The run-up area for RWY 11L **is not visible from the tower**.
- b) Use caution for a 100 foot tall crane operating 1000 feet west of the threshold for RWY 2. This is the construction site for the new control tower.
- c) Use caution for extensive helicopter operations. We often have helicopters operating on TWY D simultaneously with touch and go operations on RWY 11R/29L. This means fixed wing aircraft are doing pattern work around the helicopters.
- d) When landing RWY 11R/29L exit to the north only, unless otherwise instructed. This is because TWY D is frequently used for helicopter operations.