BJC TOWER TIPS (rev. 2023)

1. General

a) Initial call to ATC on any new frequency should include type aircraft, full callsign, position and request/intention, and should be made after briefly listening to that frequency to ensure you are not blocking a read-back.

   Example: "Metro Tower, Skyhawk 12345 runway heading off runway three zero right, requesting to join the pattern for full-stop-taxi-backs."

b) When requesting pattern work, be specific as to the type landings you are requesting.

   Example: "Metro Ground, Skyhawk 12345 at Romeo five, requesting taxi for touch-and-gos with ATIS Alpha."

c) If there is ever any uncertainty or confusion about an ATC instruction, ask the controller to clarify the instruction. If you simply missed all/part of the instruction, ask the controller to "say again."

2. Ground

a) When instructed to cross a runway, pilots are expected to respond immediately and cross expeditiously without unnecessary delays.

b) Aircraft taxiing outbound for run-up and departure are expected to contact Ground Control on 121.7 approaching Taxiway Alpha. Refrain from calling Ground Control for instructions while still at the flight school area. This helps the ground controller keep the sequence of aircraft taxiing out in case a specific aircraft needs to be reached again. Remember to include type aircraft, full callsign, Alpha connector you are approaching, request, and current ATIS code.

   Example: "Metro Ground, Skyhawk 12345 at Romeo four, requesting taxi for full-stop-taxi-backs with ATIS Charlie."

c) Remember anytime a runway assignment is issued, the readback must include the runway assignment along with the aircraft callsign within the same transmission.

d) When vacating a runway, do not taxi further without establishing two-way communication with Ground Control.

e) Do not change frequencies unless instructed by ATC. When landing the south runway and instructed to exit either onto taxiway delta or between the parallels, pilots are expected to remain on frequency unless instructed by ATC to contact (change to and call) or monitor (change to but not call) a different frequency.

e) Once an aircraft has been instructed to contact Ground, call Ground Control as soon as possible using full callsign and parking request, then follow instructions promptly. Refrain from performing checklists/training/discussions/etc. while on the taxiways. ATC is required to keep runway intersections and connectors clear of obstructions.

3. Takeoff/Departure

a) Monitor the tower frequency 118.6 as you taxi up into sequence at the hold-short line for the runway.

b) Aircraft are expected to contact Tower promptly when they become number one in sequence. Remember to include type aircraft, full callsign, number in sequence, and request. Unless asked specifically by Tower, avoid calling if further back than about number three in line.
   Example: "Metro Tower, Skyhawk 12345, number one at three zero right, ready for departure Northbound."

4. Arrival/Landing

a) Aircraft conducting a VFR practice approach, on initial call, are expected to state aircraft type, full callsign, position and how the approach will terminate i.e. Full Stop, Low-Approach with direction of departure etc.
   Example: "Metro Tower, Skyhawk 12345, ILS runway three zero right, requesting to go missed for another practice approach."

5. Traffic Patterns

a) Traffic Pattern Altitude at KBJC is 6,500' MSL for all small aircraft.

b) Always keep the traffic you are following in sight. If you ever lose sight of traffic, or question your sequence, ask the tower to verify.

c) Do not turn crosswind or base if you lose sight of your traffic or are unsure of your sequence. Advise ATC immediately.

d) Make sure you can always hear ATC, and respond to ATC instructions without delay, this is to provide safe and expeditious services to all aircraft.

What's my legal responsibility? One in three close proximity events in which a traffic advisory and/or safety alert was NOT issued was an IFR/VFR traffic mix.

- What you need to know:
  - ATC has the legal responsibility and authority to issue control instructions, traffic advisories, and safety alerts to VFR aircraft.
  - ATC instructions include headings, turns, altitude, and general direction.
  - Pilots flying in controlled airspace must comply with all ATC instructions regardless of whether the pilot is flying VFR or IFR.

If you think an unsafe situation may develop, issue traffic advisories or exercise positive control by issuing a heading or an altitude restriction to separate the aircraft. If you feel that you are becoming overloaded in your area of responsibility, exercise good controller judgment by notifying your Supervisor/CIC and request assistance.