

# Radio Procedures

V. 2.0 December 4, 2021

## General Format: [AIM 4-2-3]

- Who are you calling
- Call sign 'Who you are'
- Position 'Where you are'
- Request 'What you want to do'
- [ATIS]

(All letters are voiced with the phonetic alphabet)

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## Priorities:

- AVIATE
- NAVIGATE
- COMMUNICATE

In other words: "Never drop to airplane to fly the microphone!"

If necessary to "Fly First", say:

"STANDBY"

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## When in doubt:

42J: "SAY AGAIN for 42J?"

-or-

42J: "SAY AGAIN (item not understood) for 42J?"

e.g.

42J: "SAY AGAIN which runway for 42J?"

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## If necessary:

"UNABLE"

e.g.:

TWR: "42J, turn base now, keep your speed up and land so as to hold short of taxiway Charlie"

42J: "UNABLE, 42J"

-or-

42J: "UNABLE to hold short of Charlie, 42J"

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## Other terms:

"AFFIRMATIVE" = Yes

"NEGATIVE" = No

"ROGER" = OK or "I understood what you just said" - but NOT to be used with a 'clearance'

e.g.:

TWR: "42J, the traffic exiting the runway ahead and to your right will hold for you".

42J: "ROGER, 42J"

WILCO (considered somewhat archaic... "I understood what you said and will comply" - but not to be used with an actual 'clearance'.)

e.g.:

TWR: "42J, give way to the traffic crossing ahead, then turn left and proceed to your ramp".

42J: "WILCO, 42J"

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**ALWAYS read back:**

-Taxi clearance

-Takeoff clearance

-Hold short instructions (of runways or taxiways) - e.g.: "Holding short of runway 18, 42J"

-Landing clearance - e.g.: "Cleared to land runway 18, 42J"

NOT necessary to read back:

-Wind info

-Altimeter setting

but if that was the only information in the transmission, reply with: "ROGER, 42J".

e.g.:

TWR: "Cessna 42J, ATIS information Charlie now current, wind 160 at 5, altimeter 29.92"

42J: "ROGER, 42J"

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**AIM References:**

Section 4-2 (page 714 in 2022 AIM)

Pilot/Controller Glossary (page 1097 in 2022 AIM) (See highlighted phrases)

## Class D / Control Tower

### FAR 91.129

Blue dashed line circle, 4 NM radius, ceiling typically 2,500' AGL  
Clearance required to enter, depart

(Copy and understand ATIS first)

### Taxi clearance:

42J: "Olive Branch Tower, Cessna 2942J, on the north ramp, taxi for takeoff, eastbound, non-participating, Information Alpha"

OLV GND: "Cessna 2942J taxi to runway 18, via Charlie and Alpha"

42J: "Taxi to runway 18 via C and A, 42J"

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### Takeoff clearance:

42J: "Olive Branch Tower, Cessna 2942J ready for departure runway 18"

OLV TWR: "Cessna 42J, hold short of runway 18, landing traffic"

42J: "Holding short of runway 18, 42J"

OLV TWR: "Cessna 42J, wind 210 degrees at 7, left turnout approved / [after takeoff fly heading 090] / [fly runway heading], runway 18 cleared for takeoff"

42J: "Cleared for takeoff runway 18, left turnout, 42J"

-or-

TWR: "Cessna 42J, runway 18, line up and wait"

42J: "Line up and wait runway 18, 42J"

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### Inbound clearance: (Class D / Tower, without Approach Control)

(Copy and understand ATIS first)

Call more than 5, but less than 15 miles out (preferably about 8-10 miles)

Refer to the direction you are coming FROM. e.g. north, northeast, east, southeast, south, etc.

42J: "Olive Branch Tower, Cessna 2942J, 8 miles northeast, inbound for touch and goes [inbound for landing] / [inbound for full stop] with information Bravo"

TWR: "Cessna 2942J, report a 2 mile left base for runway 18"

[report / enter left downwind runway 18] / [report a 3 mile final runway 18]

42J: "Report a 2 mile left base, runway 18, 42J"

42J: "OLV Tower: Cessna 42J, 2 mile left base runway 18"

TWR: "Cessna 42J, you are number 2 following a Cessna 172 on short final, wind 150 degrees six knots, runway 18 cleared to land"

42J: "Traffic in sight, cleared to land runway 18, 42J"

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42J: "OLV Tower, Cessna 42J, entering left downwind for runway 18"

TWR: "Cessna 42J, wind 230 degrees, 6 knots, cleared for touch and go runway 18, then make right closed traffic"

42J: "Cleared for touch and go runway 18, then right traffic, 42J"

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TWR: "42J, go around right side, make left closed traffic"

42J: "Going around, right side, then left traffic, 42J"

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**Traffic callouts:**

e.g:

ATC: "Cessna 42J, traffic your 11 o'clock position, 2 miles northbound, last reported at 2,000 feet"

Respond with either:

42J: "Traffic in sight, 42J"

-or-

42J: "NEGATIVE CONTACT, 42J"

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**Clearance after landing:**

TWR: "42J, turn right on D, contact ground point 9" (Which means 121.9)

42J: "Right on D, ground point 9, 42J"

(after clear and switching frequencies)

42J: "OLV Ground, Cessna 42J is clear at D, taxi to the north ramp"

GND: "42J, taxi to the ramp via D, H, C"

42J: "Taxi via D, H, C, 42J"

-or-

TWR: "42J, turn right on C, taxi to the ramp this frequency"

42J: "Taxi to the ramp this frequency, 42J"

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**Landing Options at a Controlled field:**

"Landing" -or- "Full stop": Planning to land and clear the runway

"Touch-and-go": Planning to land then immediately take off again (frequently used)

"Stop-and-go": Planning to come to a stop on the runway, then takeoff again (rare)

"Low approach": Planning a go-around

"Cleared for the Option": You may land, touch-and-go, stop-and-go or low approach

## Class B and Class C / Approach Control / Departure Control

### Class B:

FAR 91.131

Heavy blue lines, multiple layers, typical radius 30 NM, ceiling typically 10,000 MSL

Mandatory to receive a clearance before entering or departing

Students may only fly in solo if endorsed by CFI

### Class C:

FAR 91.130

Heavy magenta lines, usually two layers, typical radius 10 NM, ceiling typically 4,000 AGL

Mandatory to establish radio communication before entering or departing

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**Outbound from Class B or C:**

(Copy and understand ATIS first)

Ground operations, outbound: Contact Clearance Delivery for clearance (abbreviated "CLNC DEL" or "CPT": Clearance Prior to Taxi). If no CLNC DEL is published, use GND CNTRL.

e.g.: 42J: "Memphis Clearance, Cessna 2942J, a Cessna 150, would like to depart eastbound at 2,000' to Olive Branch with information Alpha"

CPT: "Cessna 2942J, you are cleared out of the Memphis Class B, fly runway heading, maintain at or below 2,000', departure frequency 125.8, squawk 4251"

I would abbreviate this way: "C->CB RH \>2000 125.8 4251"

42J: "42J is cleared out of the Memphis Class B, fly runway heading, maintain at or below 2,000', departure frequency 125.8, squawk 4251"

CPT: "Cessna 42J, readback correct, contact Ground when ready to taxi"

42J: "ROGER, 42J"

Then contact Ground control exactly as in a Class D

Then contact Tower exactly as in a Class D

After takeoff, tower will say:

TWR: "42J contact departure" -or- "42J contact departure, 125.8"

42J: "42J, good day" -or- "Switching to 125.8, 42J"

Then contact Departure Control:

42J: "Memphis Departure, Cessna 2942J, out of 800 climbing 2,000"

DEP: "42J, radar contact..." [then further heading and / or altitude instructions]

e.g. "Turn left on course direct to Olive Branch, maintain 2,000"

42J: "Roger, left on course, climb to 2,000, 42J"

DEP: "Report OLV in sight"

42J: "WILCO, 42J"

42J: "42J has OLV in sight"

DEP: "42J squawk 1200, [-or- Squawk VFR] radar service terminated, contact OLV tower 125.27"

42J: "42J, good day"

**Inbound to Class C or Class B:**  
(Copy and understand ATIS first)

Contact the appropriate Approach Control frequency at least 5-10 miles before reaching the boundary.

42J: "Memphis Approach, Cessna 2942J, a Cessna 150 is 35 miles east of Memphis, 2,500' inbound to Memphis, information Charlie"

APP: "Cessna 2942J, squawk 4267 and IDENT"

(change transponder to 4267 and push the IDENT button)

42J: "4267, 42J"

APP: Cessna 2942J radar contact, 34 miles east of Memphis, Cleared into the Memphis Class B, [then further heading and / or altitude instructions or other instructions].

42J: [read back heading / altitude or other instructions] 42J"

APP: "Proceed straight in to runway 27, report it in sight".

42J: "WILCO, 42J"

42J: "Runway 27 in sight, 42J"

APP: "Contact MEM Tower 119.7"

42J: "Switching to Tower, 119.7, 42J"

42J: "Memphis Tower, Cessna 2942J, 3 mile final runway 27"

TWR: "Cessna 42J, wind 260 at 7, runway 27 cleared to land"

42J: "Cleared to land 27, 42J"

Other TWR and Ground communications are just as in Class D.

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## Uncontrolled Airports

Ref.: AIM 4-1-9

Technically, all calls are optional, but highly desired if possible.

**Inbound:** "Fayette County traffic, Cessna 2942J 10 miles southwest, inbound, runway 19.

**Downwind / Base / Final:** "Fayette County traffic, Cessna 2942J downwind [base / final] for runway 19, Fayette County".

**Clearing runway:** "Fayette County traffic, Cessna 2942J clear of runway 19".

**Outbound:** "Fayette County traffic, Cessna 2942J taxiing out to runway 19."

**Departing:** "Fayette County traffic, Cessna 2942J departing runway 19 [to the southwest]" [-or- "staying in the pattern"]