

# FLIGHT

**COMMUNICATIONS**

Copyright © 2018

LIFT Academy

All rights reserved.

#### TABLE OF CONTENTS

Contents

[Cover Page 1](#_Toc523238759)

[LIST OF EFFECTIVE PAGES 6](#_Toc523238760)

[After Engine Start 14](#_Toc523238761)

[Requesting Taxi for Takeoff 17](#_Toc523238762)

[Requesting Takeoff 18](#_Toc523238763)

[After Takeoff 19](#_Toc523238764)

[Requesting an Airport Advisory 20](#_Toc523238765)

[Instrument Holding/Approach 21](#_Toc523238766)

[Instrument Holding/Approach (continued) 22](#_Toc523238767)

[Returning From the Northwest Practice Area 24](#_Toc523238768)

[Approach and Landing 25](#_Toc523238769)

[After Landing 26](#_Toc523238770)

[Operations in Class D Airspace 27](#_Toc523238771)

[Opening a VFR Flight Plan 28](#_Toc523238772)

[Summary of Recommended Communication Procedures 30](#_Toc523238773)

#### TABLE OF CONTENTS (continued)

1. After Landing 23

Indianapolis Ground Control 23

1. Ramp In 24

Ramping In 24

1. Operations in Class D Airspace 24
2. Other Local Frequencies 25
3. Opening VFR Flight Plan 26
4. Practice Instrument Approaches to Uncontrolled Airports 27
5. Summary of Recommended Communication Procedures 28

Self-Announce Position/Intentions 28

***REVISION HIGHLIGHTS***

##### The following items were changed, modified, added, or deleted in this revision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rev #** | **Date** | **Page** | **Description** | **Initials** |
| 00 | 08-28-18 | All | Original revision. | BAJ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### LIST OF EFFECTIVE PAGES

This list of effective pages is used to determine the current status of every page in this Training Program.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Page** | **Rev #** | **Date** | **Page** | **Rev #** | **Date** | **Page** | **Rev #** | **Date** |
| 1 | 00 | 08/28/18 |  |  |  |  |  |  |
| 2 | 00 | 08/28/18 |  |  |  |  |  |  |
| 3 | 00 | 08/28/18 |  |  |  |  |  |  |
| 4 | 00 | 08/28/18 |  |  |  |  |  |  |
| 5 | 00 | 08/28/18 |  |  |  |  |  |  |
| 6 | 00 | 08/28/18 |  |  |  |  |  |  |
| 7 | 00 | 08/28/18 |  |  |  |  |  |  |
| 8 | 00 | 08/28/18 |  |  |  |  |  |  |
| 9 | 00 | 08/28/18 |  |  |  |  |  |  |
| 10 | 00 | 08/28/18 |  |  |  |  |  |  |
| 11 | 00 | 08/28/18 |  |  |  |  |  |  |
| 12 | 00 | 08/28/18 |  |  |  |  |  |  |
| 13 | 00 | 08/28/18 |  |  |  |  |  |  |
| 14 | 00 | 08/28/18 |  |  |  |  |  |  |
| 15 | 00 | 08/28/18 |  |  |  |  |  |  |
| 16 | 00 | 08/28/18 |  |  |  |  |  |  |
| 17 | 00 | 08/28/18 |  |  |  |  |  |  |
| 18 | 00 | 08/28/18 |  |  |  |  |  |  |
| 19 | 00 | 08/28/18 |  |  |  |  |  |  |
| 20 | 00 | 08/28/18 |  |  |  |  |  |  |
| 21 | 00 | 08/28/18 |  |  |  |  |  |  |
| 22 | 00 | 08/28/18 |  |  |  |  |  |  |
| 23 | 00 | 08/28/18 |  |  |  |  | | |
| 24 | 00 | 08/28/18 |  |  |  |
| 25 | 00 | 08/28/18 |  |  |  |
| 26 | 00 | 08/28/18 |  |  |  |
| 27 | 00 | 08/28/18 |  |  |  |
| 28 | 00 | 08/28/18 |  |  |  |
| 29 | 00 | 08/28/18 |  |  |  |
| 30 | 00 | 08/28/18 |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### General

The air traffic control environment, especially in high traffic density areas such as Indianapolis, demands that pilots remain continually aware of radio communications as the sender, the receiver, or simply when monitoring the frequency. As communication frequencies become more and more congested, pilots must strive to listen intently, respond promptly to acknowledge ATC communications, and be properly prepared to initiate transmissions in the most efficient manner possible.

Not doing so, places an unnecessary burden on the entire frequency and those needing to use it, and could very well result in compromising safety of flight.

A pilot must communicate clearly, concisely, and efficiently when coordinating with air traffic control, obtaining airport and runway information at uncontrolled airports, obtaining aircraft fuel and services, and/or acquiring general information necessary to make safe and sound operational decisions. A professional handling of all radio communication activities is essential to maintain safe aircraft operations.

The following radio communications examples depict a typical activity scenario originating from the LIFT ramp at the Indianapolis International airport (KIND). The examples demonstrate how to initiate radio calls or respond to ATC, avoiding verbatim read backs while still ensuring understanding and confirmation (acknowledgement) of critical information provided during these transmissions. By decreasing the amount of time spent communicating on a frequency more time on the frequency becomes available for use by ATC and other pilots. In addition, note the following:

##### The aircraft call sign is stated first in every transmission response to allow ATC to know immediately who is responding.

* 1. **Only the necessary information is read back (i.e. heading, altitude, etc.). Read backs are condensed in as few words as possible.**
  2. **Assigned altitude changes are acknowledged by reporting leaving an assigned altitude for the newly assigned altitude.**

Since the reasons for many communications are situational, the examples provided can in no way cover every possible scenario. However, each

#### General (continued)

example should be used as the basis for any other communication scenarios you may encounter.

By conducting your radio communications consistent with the examples provided, you not only help to minimize frequency congestion, but you further enhance and demonstrate your professionalism, and continue to do your part in improving aviation safety.

#### Communication Radio

Ensure that the desired communications radio is ON. Then:

* Check the audio panel to ensure that the desired transmitter and receiver have been selected.
* Check that the correct frequency has been selected (there are over 720 numerical combinations, or frequencies, to choose from).
* Adjust the volume and the squelch controls (if applicable):
  + Volume control – Adjusts the sound you will hear through the cabin speaker and/or headset.

##### NOTE

**The volume control does not affect the output of the radio transmission. However, having little or no volume will result in being unable to *listen* for other transmissions resulting in the possibility of transmitting (talking) on the same frequency on which another is transmitting (“stepping on”) leading to “blocking” one or both transmissions.**

* + Squelch control (may be automatic or manual) – Automatically adjusts the sensitivity of the receiver (adjusts reception ability).

##### NOTE

**Squelch controls on older radios require manual adjustment and setting.**

Failure to properly use these controls will seriously impede the safety of flight.

#### Communication Etiquette

A “two-way” radio simply means that the radio may be utilized to listen and talk (although not at the same time). Since all transmissions from air traffic control require a response, if you hear (listen) a controller issue an instruction to another aircraft, you must wait for that aircraft to respond before making your transmission.

##### NOTE

**Radio frequencies can be very congested and only one transmitter can operate at any given time on any one frequency.**

Aircraft radio communications can very easily be related to talking with a friend over the phone. Each thought requires a response, we must listen for the appropriate time to respond, and we must express ourselves clearly. One of the most misunderstood essentials of radio communications is the art of listening. Failure of a pilot to ***listen*** and maintain situational awareness causes a high level of stress and frustration to other pilots, and can greatly degrade safety.

#### Microphone Operation

Before attempting to make a transmission, be sure that no overhead or other cabin air vent is directed at the microphone of your headset.

Readjust if necessary.

Since noise canceling microphones have a small hole on the opposite side of the mouthpiece (part of the noise-canceling feature), take care not to cover up the hole with your fingers.

When ready to speak, depress the push-to-talk (PTT) microphone (MIC) button located on the control yoke, and pause momentarily before beginning to speak (there is a slight lag between depressing the microphone button and the radio’s transmission the spoken signal).

##### NOTE

**Failure to pause momentarily may cut off the beginning of your transmission.**

Place the microphone (headset or hand-held mic) so that your lips are just touching the lip guard and speak in a clear, normal tone of voice.

#### Microphone Operation (continued)

##### NOTE

**Shouting will cause over-modulation, resulting in garbled, distorted and unintelligible transmissions. If you do not hold the microphone close enough to your lips when speaking and/or speak too softly, the noise-canceling feature of the mic will not be able to distinguish your voice from background noise, and fail to eliminate the background noise.**

**Nomenclature**

As with all professional occupations, aviation has a language, or jargon of its own that is used between pilots and controllers to express ideas and concepts. It is very important that everyone converse in the same manner to preclude misunderstandings. Definitions of many common phrases used in radio communications can be found in the Pilot/Controller Glossary (P/CG) addendum of the Aeronautical Information Manual (AIM).

Always acknowledge a transmission. A controller has no way of knowing that you received his/her last transmission unless you acknowledge the transmission. If you do not acknowledge, the controller must repeat the transmission again, adding to his/her workload. If you do not understand a transmission, simply say, “Say again.”

If ATC asks a question requiring a “yes” or “no” answer, respond appropriately with either an “affirmative” or a “negative”. ***DO NOT*** use the term “roger”. “Roger” means only that you received and understood the last transmission.

#### Aircraft Identification

Use of the “LIFT” call-sign (e.g., “LIFT Two-Five”) is authorized when communicating with any air traffic control facility.

Using the “LIFT” call-sign reduces the time used for each radio transmission, thereby freeing time on the frequency for other aircraft during periods of greater traffic congestion.

#### Aircraft Identification (continued)

When communicating at a non-towered airport, or when making position reports within the local practice area, use of the full call- sign is required (e.g., “Diamond Niner-One-Tree November Golf”, or “TwinStar Niner-Zero-Fife November Golf”).

##### NOTE

**Do not change back and forth from the N-number (aircraft registration) to the “LIFT” call-sign. Doing so could cause confusion for ATC and/or other aircraft monitoring the frequency, resulting in compromising the safety of flight.**

**Radio Communications**

Communicating over a two-way radio is very similar to conversing over the telephone with an unfamiliar person. To initiate conversation, you would:

* Address with whom you are speaking, then
* Identify yourself, state where you are calling from, and
* State why (your intentions) you are calling.

Within a flight operation environment, a similar communication sequence is structured:

##### To Whom are you speaking (name of the controlling agency)

* **Who you are (aircraft registration “tail” number)**,
* **Where you are (position)**, and
* **What you want** (to land, flight following, etc.).

#### Radio Communications (continued)

Subsequent transmissions only require the appropriate response, which typically includes the reiteration of details, such as altitudes, headings, or landing clearances, which you would confirm.

##### NOTE

**Make transmissions on all available communications radios prior to becoming airborne to allow you the opportunity to discover an inoperative or weak radio on the ground, thereby reducing the chances of experiencing a “lost comm” in-flight.**

**FLIGHT COMMUNICATIONS EXAMPLES**

## After Engine Start

#### Automatic Terminal Information Service (ATIS)

An hourly observation assigned a given alphabetic code that the pilot must record for later use.

##### Indianapolis ATIS – 134.25 MHz

Monitor ATIS (listen only) to obtain sky conditions, visibility, and obstructions to visibility, temperature and dew point, wind direction (magnetic) and velocity, altimeter setting, and other pertinent information concerning the Indianapolis International Airport.

#### Clearance Delivery (VFR)

After obtaining the most current ATIS information, contact clearance delivery to obtain the appropriate departure clearance from KIND for your route of flight. If requesting instrument approach practice, provide only your initial request (i.e. vectors to the ILS, holding at VHP, etc.).

##### Indianapolis Clearance Delivery 128.75 MHz

Aircraft: “Indianapolis Clearance, LIFT Two-Fife, North-West Practice Area, two-thousand fife-hundred, Bravo.”

##### NOTE

**If a pilot is a Student Pilot (training toward Private Pilot certification), the FAA requests that on initial contact with an ATC facility, the pilot includes “Student Pilot” during the call. For example:**

Aircraft: “Indianapolis Clearance, LIFT Two-Fife, **Student Pilot**, Ocean North Departure, two-thousand fife-hundred, Bravo.”

#### Clearance Delivery VFR (continued)

##### NOTE

**Use of "have numbers" does not indicate receipt of ATIS.**

Clearance: *“LIFT Two-Fife maintain V-F-R at or below Thee-thousand. Departure frequency one-one-niner point zero -fife (119.05 MHz), squawk zero-one-one-six (0116).”*

##### NOTE

**Clearance information is issued in the same order each time: clearance limit, route of flight, altitude, departure frequency, and transponder code. Using C-R-A-F-T on the scratch pad on Garmin Pilot prior to receiving your clearance better prepares you to record the information as it is issued and read it back to confirm.**

Aircraft: “LIFT Two-Fife, V-F-R at or below Thee-thousand, one-one-niner point zero-fife (119.05 MHz), zero-one-one-six.”

Clearance: *“LIFT Two-Fife, read back correct. Contact Ground one-two-one point niner (121.90 MHz) for taxi.”*

Aircraft: “LIFT Two-Fife.”

#### Clearance Delivery (IFR)

After obtaining the most current ATIS information, contact clearance delivery to obtain your IFR clearance from KIND to your destination airport.

##### NOTE

**For control towers that have no Clearance Delivery frequency, make your request for your IFR clearance on the Ground Control frequency.**

**Indianapolis Clearance Delivery 128.75 MHz**

Aircraft: “Indianapolis Clearance, LIFT Two-Fife, I-F-R Fort Wayne, Bravo.”

#### Clearance Delivery (IFR) (continued)

Clearance: *“LIFT Two-Fife is cleared to Fort Wayne via radar vectors, Brickyard, Victor niner-six, as filed. Maintain tree thousand (3,000), expect fife thousand (5,000) ten minutes after departure. Departure frequency one-one-niner point zero -fife (119.05 MHz). Squawk zero-two-four- seven (0247).”*

##### NOTE

**Clearance information is issued in the same order each time: clearance limit, route of flight, altitude, departure frequency, and transponder code. Using C-R-A-F-T on the scratch pad on Garmin Pilot prior to receiving your clearance better prepares you to record the information as it is issued and read it back to confirm.**

Aircraft: “LIFT Two-Fife, cleared Fort Wayne, radar vectors, VHP, Victor niner-six (V96), as filed, tree thousand (3,000), fife thousand (5,000) ten minutes, *one-one-niner point zero -fife (119.05 MHz),* zero-two-four-seven (0247).”

Clearance: *“LIFT Two-Fife, read back correct, contact Ground Control on frequency one-two-one point niner.”*

Aircraft: “LIFT Two-Fife.”

## Requesting Taxi for Takeoff

#### Indianapolis Ground Control

Prior to operating on a taxiway at KIND, you must first obtain a clearance from Indianapolis Ground Control.

##### Indianapolis Ground Control - 121.90 MHz

Aircraft: “Indianapolis Ground, LIFT Two-Fife, LIFT Ramp, ready to taxi.”

##### NOTE

**Typically, Ground Control will give you the most direct taxi route available to the most suitable active runway, based on your clearance. Indianapolis Ground Control (continued)**

Ground: *“LIFT Two-Fife, Indianapolis Ground, taxi to Runway Two-Three Left (23L), via the Mike, Juliet, Papa. Hold Short Runway One-four (14/32).”*

Aircraft: *“LIFT Two-Fife, Indianapolis Ground, taxi to Runway Two-Three Left (23L), via the Mike, Juliet, Papa. Hold Short Runway One-four (14/32).”*

##### NOTE

**Before beginning the taxi, brief the route of taxi with other crewmembers to avoid any confusion, and confirm any hold short clearances.**

**Holding Short of Rwy 14/32**

Ground: *“LIFT Two-Fife, cross Runway One-Four.”*

Aircraft: *“LIFT Two-Fife, cross Runway One-Four.”*

#### Indianapolis Ground Control (continued)

##### NOTE

**Controller procedures require the coordination between the Ground Controller and the Local Controller before an aircraft can proceed across a runway in use. If there is a delay, be patient before calling Ground to give controllers the time to make this coordination.**

When receiving a clearance to cross an active runway:

* 1. Acknowledge the clearance,
  2. Check for landing and departing traffic,
  3. Add power to get aircraft underway. If the controller adds, “without delay,” move the aircraft as soon as possible, while still adhering to the above actions.

##### NOTE

**Monitor Ground Control while performing the engine run-up flow and checklist.**

## Requesting Takeoff

#### Indianapolis Tower

Prior to taking off at KIND, you must first obtain a takeoff clearance from Indianapolis Tower.

**Indianapolis Tower**

**120.9 Mhz**

After completing the engine run-up, but before beginning the takeoff checklist, position the aircraft to face the approach end of your intended takeoff runway to check for traffic. You may now change to the Tower frequency. Take a moment to gain situational awareness, listening for the locations of other aircraft on approach to land, and then make your radio call, stating your position to the runway (i.e. C1, C2, C3, etc.).

At this time, tune in any frequencies you may be using immediately after takeoff, including Departure Control, the appropriate practice area, or the CTAF of your intended destination airport.

#### Indianapolis Tower (continued)

Aircraft: “Indianapolis Tower, LIFT Two-, ready for departure, Two-Tree Left at Charlie-One.”

Tower: *“LIFT Two-Fife, Indianapolis Tower, fly heading Two-Tree-Zero (030°), Runway Two-Tree Left, cleared for takeoff.”*

##### NOTE

**In the event that takeoff clearance cannot be issued, you should receive a response from the Tower to *“hold short”* (i.e. taxiing up to, but not crossing the holding lines), or *“line up and wait”* (i.e. taxiing across the holding lines onto the runway, stopping the airplane on the runway, aligned with the runway centerline).**

**No other response from the Tower (e.g., “Roger”) authorizes the pilot to cross the holding lines and taxi onto the runway.**

Aircraft: *“LIFT Two-Fife, fly heading Two-Tree-Zero (030°), Runway Two-Tree Left, cleared for takeoff.”*

## After Takeoff

#### Indianapolis Departure Control (VFR)

After taking off from KIND, you will be advised to contact Departure Control to continue your flight from KIND.

**Indy Departure**

**East – 124.95 MHz West – 119.05 MHz**

Tower: *“LIFT Two-Fife, contact Departure.”*

Aircraft: *“LIFT Two-Fife, contact Departure.”*

#### Indianapolis Departure Control (VFR) (continued)

Aircraft: “Indianapolis Departure, LIFT Two-Fife, two-tree-zero, leaving eight hundred for tree thousand.”

Departure: *“LIFT Two-Fife, Indianapolis Departure, radar contact.”*

Aircraft: “LIFT Two-Fife.”

##### NOTE

**Departure Control will inform you when you are clear of Indianapolis Class C airspace, and when it is safe to change frequencies and proceed on course.**

#### Indianapolis Departure Control (IFR)

After taking off from KIND, you will be advised to contact departure control to continue your flight from KIND to your destination airport.

Aircraft: “Indianapolis Departure, LIFT Two-Fife, two-tree-zero, leaving fife hundred for tree thousand.”

Departure: *“LIFT Two-Fife, Indianapolis, radar contact. Turn left direct Brickyard (VHP), climb and maintain fife thousand.”*

Aircraft: “LIFT Two-Fife, direct Brickyard, leaving one thousand seven hundred for fife thousand.”

## Requesting an Airport Advisory

#### CTAF and UNICOM

**Refer to one of the following: Airport/Facilities Directory Current VFR Sectional**

**For the appropriate CTAF or UNICOM frequency.**

Tune the appropriate CTAF frequency and initiate position reporting when within ten nautical miles of the desired uncontrolled airport. When communicating with traffic at an uncontrolled airport, use the **full** aircraft call sign.

Aircraft: “Executive traffic, Diamond Two-Two-Fife-November Golf, fife miles west, inbound runway one-eight, Executive.”

Continue making position reports every two to three nautical miles while maneuvering to enter the traffic pattern on a 45° entry to the downwind.

##### NOTE

**Listen for other aircraft transmissions in the pattern to assist in maintaining positive situational awareness, as well as collision avoidance. CTAF and UNICOM must not be used for personal conversations.**

**Turning Downwind**

Aircraft: “Executive traffic, Diamond Two-Two-Fife-November Golf entering left downwind Runway one-eight, Executive.”

##### NOTE

**Similar calls are made when turning base and final (i.e. “turning left base”… or “Turning final”…).**

**After Landing (Clear of the Runway)**

Aircraft: “Executive traffic, Diamond Two-Two-Fife-November Golf, clear Runway one-eight, Executive.”

## Instrument Holding/Approach

##### NOTE

**Before requesting Holding or Instrument Approach practice, ensure having the current airport ATIS/AWOS/ASOS.**

Aircraft: “Indianapolis Approach, LIFT Two-Fife, two-zero northwest International, tree thousand, Bravo. Request holding Brickyard V-O- R, followed by vectors Indianapolis I-L-S two-tree Left, full stop.”

## Instrument Holding/Approach (continued)

Approach: *“LIFT Two-Fife, Indianapolis Approach, squawk zero-one-fife-six.”*

Aircraft: “LIFT Two-Fife, zero-one-fife-six.”

Approach: *“LIFT Two-Fife, radar contact 18 miles northwest International, turn left, direct to the Brickyard V-O-R. Climb and tree hundred. Advise ready to copy holding instructions.”*

Aircraft: “LIFT Two-Fife, direct Brickyard VOR, Tree thousand, ready to copy (or: “standby” if you are not ready to copy the clearance).”

Approach: *LIFT Two-Fife, hold northwest Brickyard VOR on the tree-four- two degree radial, right turns. Expect further clearance at X-X-X-X (UTC), time now X-X-X-X (UTC).”*

Aircraft: “LIFT Two-Fife, Brickyard, northwest, tree-four-two, X-X-X-X (EFC).”

##### NOTE

**Right turns are standard turns for holding patterns. If instructed to make left turns (non-standard turns), read back: “…northwest, tree- four-two, left turns….”**

**Entering (Crossing) the Holding Fix**

Aircraft: “LIFT Two-Fife, Brickyard V-O-R, Tree thousand, X-X-X-X (UTC).”

Approach: *“LIFT Two-Fife. Advise when you are ready for the approach.”*

Aircraft: “LIFT Two-Fife”

##### Leaving (Crossing) the Clearance Limit (Holding Fix)

Aircraft: “LIFT Two-Fife request vectors Indianapolis I-L-S Runway two-tree Left.”

Approach: *“LIFT Two-Fife Depart holding, heading zero-niner-zero. Vectors for the Indianapolis I-L-S Runway two-tree Left approach. Descend and maintain two thousand six hundred.”*

Aircraft: “LIFT Two-Fife departing holding, XXXX (UTC), zero-niner-zero, leaving tree thousand for two thousand six hundred.”

##### Approach Vectoring

Approach: *“LIFT Two-Fife, turn right, heading one-four-zero.”*

Aircraft: “LIFT Two-Fife one-four-zero.”

Approach: “*LIFT Two-Fife, four miles from PACRR. Turn right heading two-zero-zero, maintain two thousand six hundred until established, cleared I-L-S Runway two-tree Left Approach.”*

##### Approach Vectoring (continued)

Aircraft: “LIFT Two-Fife two-zero-zero, two thousand six hundred, cleared I-L-S Runway two-tree Left.”

Approach: *“LIFT Two-Fife, contact Indianapolis tower crossing PACRR, one-two-zero point niner.”*

Aircraft: “LIFT Two-Fife, tower *one-two-zero point niner.”*

## Returning From the Northwest Practice Area

##### NOTE

**Arrival procedures from the other Practice Area are similar.**

#### Indianapolis Approach Control

Prior to entering Class C airspace and returning to KIND, you must first contact Indianapolis Approach Control.

**Indy Approach West – 128.175 MHz East – 127.15 MHz**

Listen to the most current ATIS information prior to making an initial transmission to Indianapolis Approach.

##### After Tuning the Appropriate Approach Frequency

Aircraft: “Indianapolis Approach, LIFT Two-Fife, fife west Lebanon, information Charlie, full stop.”

Approach: *“LIFT Two-Fife, Indianapolis Approach, squawk zero- one-six-tree (0163) and IDENT.”*

Aircraft: “LIFT Two-Fife, zero-one-six-tree.”

Approach: *“LIFT Two-Fife, radar contact two zero (20) miles north-west of international, fly heading one-fife-zero.”*

Aircraft: “LIFT Two-Fife, one-fife-zero.”

Approach: *“LIFT Two-Fife, contact Indianapolis Tower one- two-zero point niner (120.90 MHz).”*

Aircraft: “LIFT Two-Fife, one-two-zero point niner (120.90 MHz).”

## Approach and Landing

#### Indianapolis Tower (VFR)

Prior to landing at KIND, you must first obtain a landing clearance from Indianapolis Tower.

**Indianapolis Tower 120.90 MHz**

##### NOTE

**Initial contact with Tower should be to advise that you are on the frequency, and confirm your position, or that you are following traffic that Approach Control has assigned to you.”**

Aircraft: “Indianapolis Tower, LIFT two-fife, final two-tree Left.”

Tower: *“LIFT two-fife, Indianapolis Tower, continue.”*

Aircraft: “LIFT two-fife.”

Tower: *“LIFT two-fife, Runway two-tree Left, cleared to land.”*

Aircraft: *“LIFT two-fife, Runway two-tree Left, cleared to land.”*

**Indianapolis Tower (IFR)**

##### Final Approach

Aircraft: “LIFT two-fife, PACRR, Full stop.”

Tower: *“LIFT two-fife, Runway two-tree Left, cleared to land.”*

Aircraft: *“LIFT two-fife, Runway two-tree Left, cleared to land.”*

##### After Touchdown

Tower: *“LIFT two-fife, turn left at the next available taxiway, contact Ground point niner (121.90 MHz) when clear.”*

##### NOTE

**Most airport ground frequencies begin with the number sequence one-two-one (1-2-1), therefore, airport controllers may simply refer to the ground frequency by referencing the term “ground,” followed by the last digit(s) (e.g., *“Ground point niner”*).**

Aircraft: “LIFT two-fife.”

## After Landing

#### Indianapolis Ground Control

Prior to operating on a taxiway at KIND, you must first obtain a clearance from Indianapolis Ground Control.

##### Indianapolis Ground Control - 121.90 MHz

Clear the runway taxiing up to, but holding short of the next crossing taxiway to allow other aircraft to clear the runway behind you. After coming to a complete stop on the non-runway side of the hold-short line, monitor ground while completing the after landing checklist. After completion of the checklist, contact ground control for taxi clearance.

Aircraft: “Indianapolis Ground, LIFT two-fife, Two-Tree Left (23L) Delta Tree (D3), taxi LIFT.”

Ground: *“LIFT two-fife, Indianapolis Ground, taxi to the LIFT ramp via Delta, Mike, cross runway one-four (14).”*

Aircraft: *“LIFT two-fife, taxi to the LIFT ramp via Delta, Mike, cross runway one-four (14).”*

## Operations in Class D Airspace

When operating under VFR from an airport with an operating control tower not in Class C:

* + Determine if an ATIS or AWOS/ASOS is available. If not:
    - Prior to taxi, expect to receive current pertinent weather with your taxi clearance from the Ground Controller on the designated Ground Control frequency. A taxi clearance still must be received prior to taxiing beyond any non-movement area. VFR taxi requests should only include the desired direction of departure (i.e. northwest, southeast, etc.).
    - Prior to entering Class D and upon contacting the control tower, expect to receive current pertinent weather with your approach and landing instructions from the Tower Controller on the designated Control Tower frequency.
  + Enter and depart Class D airspace while communicating with the Tower Controller. Initial radio transmissions remain the same as those used with Class C Approach Controllers.
  + Unless advised to do so, you are not required to continue communications with the controller once you have cleared their respective airspace. However, you may advise the controller, as a courtesy, if time and radio frequency congestion permits.
  + Use of approach and departure control frequencies is not mandatory for arriving or departing at these airports (although recommended if service is available).

1. **Other Local Frequencies**

To ensure that you have the most up-to-date information possible, please consult your Airport/Facilities Directory and/or FAA approved aeronautical charts for the most current information.

## Opening a VFR Flight Plan

When conducting a VFR cross-country flight, the opening of your VFR Flight Plan is essential to ensuring search and rescue support in the event of an incident/accident.

When contacting a FSS, communication transmissions should be made as follows:

##### FSS Transmits/Receives Same Frequency

Aircraft: “Terre Haute Radio, LIFT two-fife, open flight plan, one-two-zero-zero Zulu (1200Z).”

##### FSS Transmits/Receives via Remote Communication Outlet (RCO)

Aircraft: “Terre Haute Radio, LIFT two-fife, receiving Lakeland, one-one-six-point-zero (116.00 MHz).

FSS: *“LIFT two-fife, Terre Haute Radio, go ahead.”*

Aircraft: “LIFT two-fife Open flight plan, one-two-zero-zero Zulu (1200Z).”

##### FSS Transmits/Receives via VOR/VORTAC

Aircraft: “Terre Haute Radio, LIFT two-fife, receiving Lakeland V-O-R, over.”

FSS: *“LIFT two-fife, Terre Haute Radio, go ahead.”*

Aircraft: “Terre Haute Radio, LIFT two-fife, open flight plan, one-two-zero-zero Zulu (1200Z).”

##### NOTE

**The “Open Flight Plan” time given to FSS is the actual departure time from the airport, not the time the transmission to the FSS is initiated.**

1. **Practice Instrument Approaches to Uncontrolled Airports**

Pilots conducting practice instrument approaches should be particularly alert for other aircraft that may be departing in the opposite direction.

Regardless of the direction of other airport operations, when conducting any practice instrument approach, announcements on the CTAF must be made as follows:

1. Departing the final approach fix, inbound (non-precision approach), or departing the outer marker or fix used in lieu of the outer marker, inbound (precision approach);
2. Established on the final approach segment or immediately upon being released by ATC;
3. Upon completion or termination of the approach; or
4. Upon executing the missed approach procedure.

## Summary of Recommended Communication Procedures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Communication/Broadcast Procedures** | | |
|  | **Facility at Airport** | **Frequency Use** | **Outbound** | **Inbound** | **Practice Instrument Approach** |
| 1. | UNICOM  (No Tower or FSS) | Communicate with UNICOM station on published CTAF frequency (122.7; 122.8;  122.725; 122.975; or  123.0). If unable to contact UNICOM station, use self-announce procedures on CTAF. | Before taxiing and before taxiing on the runway for departure. | 10 miles out.  Entering downwind, base, and final. Leaving the runway. |  |
| 2. | No Tower, FSS, or UNICOM | Self-announce on MULTICOM frequency 122.9. | Before taxiing and before taxiing on the runway for departure. | 10 miles out.  Entering downwind, base, and final. Leaving the runway. | Departing final approach fix (name) or on final approach segment inbound. |
| 3. | No Tower in operation, FSS open | Communicate with FSS on CTAF frequency. | Before taxiing and before taxiing on the runway for departure. | 10 miles out.  Entering downwind, base, and final. Leaving the runway. | Approach completed/ terminated. |
| 4. | FSS Closed (No Tower) | Self-announce on CTAF. | Before taxiing and before taxiing on the runway for departure. | 10 miles out.  Entering downwind, base, and final. Leaving the runway. |  |
| 5. | Tower or FSS not in operation | Self-announce on CTAF. | Before taxiing and before taxiing on the runway for departure. | 10 miles out.  Entering downwind, base, and final. Leaving the runway. |  |

##### Self-Announce Position/Intentions

The self-announce procedure is used primarily at airports that do not have a tower or FSS on the airport. Pilots broadcast their position, intended flight activity, or ground operation on the designated CTAF. However, pilots stating, “Traffic in the area, please advise” is not a recognized Self- Announce Position and/or Intention phrase and should not be used under any condition.