

Radio Communications

Leaving Guthrie

- Guthrie traffic Sky Hawk 20464 at Blue Skies (or the fuel pumps, or the hangars, etc.) taxi to runway one six/three four Guthrie. Always say runway numbers individually - NOT sixteen/thirty-four.
- Guthrie traffic Sky Hawk 20464 taking off runway one six/three four, straight out or left crosswind departure to the East Guthrie, or closed traffic if staying in the pattern.

Arriving at Guthrie

- Guthrie traffic Sky Hawk 20464, 10 miles to the East, enter the 45 for left downwind runway one six, full stop or closed traffic (touch & go's) Guthrie.
- Guthrie traffic Sky Hawk 20464 left downwind [then left base then final] runway one six/three four, full stop or closed traffic (touch & go's) Guthrie
- Guthrie traffic Sky Hawk 20464 clear runway one six, taxi to Blue Skies (or the FBO or the hangars) Guthrie
- If you want to get a hold of the FBO, address them as "Guthrie UNICOM" or "Crabtree Aircraft".

Calling a Tower Controlled Field

- Good Afternoon Wiley Post Tower, Sky Hawk 20464 10 miles to the North (or wherever you are) 5,000 feet (or whatever altitude you are at) inbound for landing or inbound closed traffic (touch & go's) information Victor (or whatever it is). Information Alpha (or Bravo or whichever code they use) is what they name the ATIS for the hour. Alpha would be the first ATIS report of the day after the tower opens for instance, Bravo would be hour two, etc. Or, if weather information is given from an ASOS such as at Stillwater, just say "with weather & NOTAMS" (Notices to Airmen) or "with the information" because AWOS/ASOS does not give an hourly code; they are updated every minute.
- Tower will then say "November 20464 enter a left base (or a right downwind or a straight in- basically any entry or direction they want) for runway one seven left and report a three mile left base."
- You repeat "Roger. 20464 entering a straight in runway one seven left, will report a three mile left base runway one seven left, 464 (it is acceptable to shorten the tail number after ATC has correctly acknowledged it.)
- Once you are three miles away on base, say something such as "Wiley Post tower Sky Hawk 20464 three mile left base runway one seven left."
- They will respond with "November 20464 cleared to land or cleared the option (cleared the option means you can land, do a touch & go, fly a low approach, land on the runway then stop, then takeoff again) runway one seven left.
- You repeat "Roger. Cleared the option runway one seven left 20464."
- Once off the runway, and the tail is completely past the double solid lines, come to a complete stop and wait for the tower to give you the ground control frequency. Most ground frequencies start with 121 so sometimes they may eliminate it and just say "contact ground on point seven", meaning 121.70. Say "Roger. Ground point seven 20464." If they do not contact you within a few seconds of clearing the runway, ask them if you should switch over to ground frequency. Each tower controlled field has slightly varying procedures; however, something similar to these will generally be in effect.
- When contacting ground say "Good morning Wiley Post ground Sky Hawk 20464 with you off of runway one seven left alpha four (or whichever intersection you got off at, as indicated by a sign w/ a black background and yellow letters/numbers) taxi to the FBO."

- They will say "Roger. November 20464 taxi to the FBO via Alpha two Bravo cross runway one three. Say "Alpha Two, Bravo cross runway one three Sky Hawk 20464." Always repeat back runway crossing or hold short instructions, and if ever in doubt whether you can cross a runway just ASK. "Ground verify 20464 clear to cross runway one three?"

Calling for Flight Following or Radar Advisories

- Radar Advisories is used when going to the practice area; Flight Following when going to an airport.
- "Good Afternoon Oklahoma City Approach Sky Hawk 20464 VFR Request..."
- After he/she says November 20464 Squawk 1234, repeat that back, or if he/she says "go ahead with request", then say "Oak City Sky Hawk 20464 10 miles west of Guthrie (or wherever you are) 5,000ft (or whatever altitude you are at), request flight following to Weatherford (or wherever you want to go).
- As you progress on the flight, they will hand you off to the next approach controller or ARTCC (Air Route Traffic Control Center) by saying something such as, "November 20464 contact Fort Worth Center on one two four point seven five." You then say "one two four point seven five Sky Hawk 20464 good day" or "Roger. Ft. Worth Center on twenty four seventy five Sky Hawk 20464, so long."
- When you report to ATC the airport in sight they will say "November 20464 radar services terminated, no traffic observed between you and Chickasha, Squawk VFR, change to advisory frequency approved." That means you put 1200 on your transponder and that you can switch over to the CTAF (common traffic advisory frequency, 122.80 if at Guthrie). However, first say "Roger 20464 Squawk VFR, over to advisory frequency, So long or good day!" When within 10 miles of an uncontrolled field, be sure to advise ATC you need to switch to advisory frequency if they have not switched you over by then.
- If they ever say to you "November 20464 **traffic alert** 12 o'clock, three miles, opposite direction King Air" especially if you don't see the traffic, alter your course 30 degrees to the right; you have an impending head on collision. Respond "20464 traffic in sight or traffic not in sight" or "20464 no joy (not in sight)" and if you are turning/diverting away say "turning right three zero degrees."

Calling Flight Service

- "McAlester Radio Sky Hawk 20464"...
- "November 20464 McAlester Radio go ahead"
- "McAlester Radio Sky Hawk 20464 would like to open our flight plan from Guthrie to Weatherford or Guthrie to Guthrie if flying a "Round Robin".
- "Roger. November 20464 flight plan activated." They will tell you to listen to the Guthrie AWOS (which by then you already have) and offer to give you any updated weather or NOTAMS and tell you that they appreciate any PIREPS. Acknowledge that and you can then contact departure.

REMEMBER - If ever in doubt ask and if ever you don't understand something or there is confusion, speak to them in English and ask for help or verification. If you are a student pilot, it is a great idea to add "student pilot" to the initial radio transmission (i.e. "Wiley Post tower Sky Hawk 20464 10 miles to the North, 5000ft., inbound for closed traffic, student pilot with information alpha.) Also advise ATC when you are doing practice instrument approaches.