Initial calls to ATC should include the following:				
Who you're calling	Who you are	Where you are	What you want	Other info

The following examples are typical clearances and instructions given at KRHV. Listen very carefully to actual instructions, especially amendments to instructions as you taxi, depart, or arrive. You must read back all taxi, runway, and hold short instructions with your call sign. Exercise sterile cockpit procedures. Keep your eyes outside at all times while moving.


EXAMPLE CALL FROM AERODYNAMIC Check ATIS on 125.2, then contact Ground on 121.65					
Reid-Hillview Ground	Cessna 61637	AeroDynamic Aviation	taxi to the runup for	downwind, straight-out, Calveras departure or closed traffic	with [ATIS code]
Ground's Instruction					
Cessna 61637	taxi	to the runup	via	Zulu the inside ramp, Hotel, Zulu	
Your response					
Cessna 61637	taxi	to the runup	via	[as directed]	

Refer to the current airport diagram to brief taxi instructions & hot spots prior to moving.
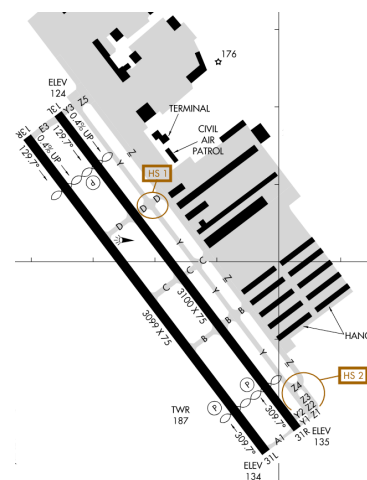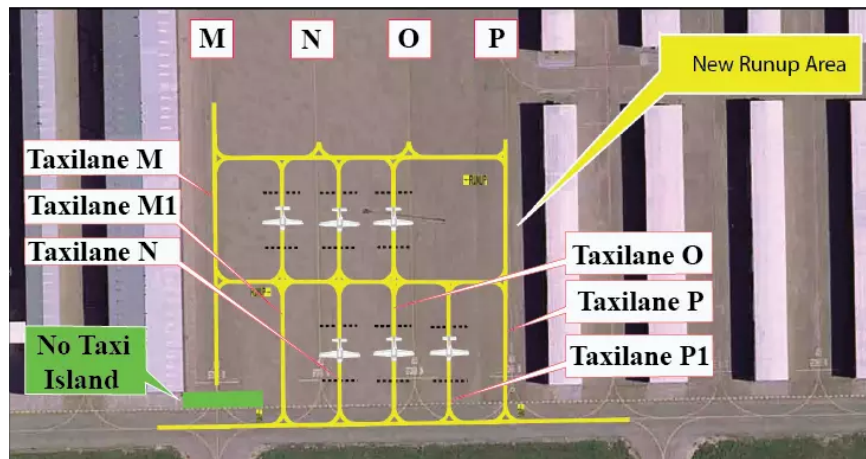
Once runup is complete, contact Ground again			
Reid-Hillview Ground	Cessna 61637	at the runup	ready to continue taxi
Ground's Instructions			
Cessna 61637	taxi to runway	31R 31L 13L 13R	via	Zulu, Zulu 1, Yankee 1 Zulu, Zulu 1, Yankee 1, hold short 31R Zulu, Zulu 5 Zulu, Zulu 5, hold short 13L
Your response			
Cessna 61637	taxi to runway	[as assigned]	via	[as directed]

When holding short of the runway, contact Tower on 119.80			
Reid-Hillview Tower	Cessna 61637	31R 13L	ready for departure
Tower's Instructions			
Cessna 61637	*standby hold short cross cleared for takeoff line up and wait	Runway 31R 31L 13L 13R	*Note: You are not expected to answer when issued a "standby" instruction.
Your response			
Cessna 61637	[as directed]	[as assigned]	

You may be issued additional departure instructions such as "fly straight out" or "follow departing Cessna, they're on a downwind departure." Read back all instructions. It is at your discretion to respond to advisory info such as, "Traffic at your 1 o'clock and 2 miles." You may respond with, "looking for traffic" or "traffic in sight."

Comply with noise abatement procedures unless otherwise instructed by ATC. Avoid entering San Jose's Class Charlie airspace unless instructed to by ATC such as, "fly straight out," "extend downwind," or other instructions that may place you into Class C airspace. It's a good idea to confirm if you aren't sure, but keep in mind you are required to obey ATC instructions unless you need to deviate for an emergency, like traffic or terrain.

EXAMPLE CALL RETURNING TO KRHV					
Check ATIS on 125.2, complete descent checklist, then contact Tower on 119.80					
Reid-Hillview Tower	Citabria 2508Z	abeam/over Coyote Creek Golf Course Calveras, Embassy Suites, Mt. Misery, 10 nm SE…	inbound for	landing closed traffic the option	with [ATIS code]
Tower's Instructions					
Citabria 2508Z	enter R/L traffic R/L base R/L downwind or straight-in	for runway 31R 31L 13L 13R	Note: You may be told to follow traffic. Make sure you have the aircraft to follow in sight at all times. If you don't, let ATC know that you don't have them in sight or you "lost contact" with the traffic to follow.		
Your Response					
Citabria 2508Z	[as directed]	[assigned runway]			

Make sure to completely clear the runway (tail clear of the hold short line), switch frequency to monitor ground, then complete your checklist before calling ground. Be alert to other aircraft exiting behind you.

After landing, checklist complete, contact Ground on 121.65				
Reid-Hillview Ground	Citabria 2508Z	at	Yankee 3 Delta Charlie* Bravo Yankee 1 or 2	taxi to AeroDynamic taxi for closed traffic *AeroDynamic policy prohibits exiting on taxiway C after landing on 31R/13L
Ground's Instructions				
Citabria 2508Z	taxi to	AeroDynamic 31R/31L 13L/13R	via	[as directed]
Your response				
Citabria 2508Z	taxi to	AeroDynamic 31R/31L 13L/13R	via	[as directed]

If there is any doubt of an instruction, use the phrase "say again" to request ATC repeats their instruction. Request clarification or use the phrase "speak slower" if you are having a hard time understanding ATC. Miscommunication can lead to runway incursions or accidents. It's better to ask 5 times to get it right than to enter a runway while an aircraft is landing.

Additional resources for communications include the Pilot/Controller Glossary, AIM Chapters 2 and 4, specifically: ATIS 4-1-13, Phonetic alphabet 4-2-7, Towered airports 4-3-2, Traffic patterns and wind calculator 4-3-3, Taxiing 4-3-18, Exiting the Runway After Landing 4-3-20, Option Approach 4-3-22, Line Up and Wait 5-2-5, and Class D Airspace in 3-2-5

Common ATC phrases to look up and discuss with your CFI:
Abeam, abort, advise intentions, affirmative, altitude restrictions are canceled
Back-taxi, blocked, cleared for takeoff, cleared for the option, cleared to land, continue
Emergency, expedite, final, go around, immediate/immediately
Line up and wait, maintain, make short approach, Mayday, monitor, negative, negative contact, no delay
Pilot's discretion, radar contact, radar contact lost, radar service terminated
Read back, resume own navigation, fly runway heading,
Say again, say altitude, say heading, speak slower, squawk, standby, traffic alert, traffic no factor
Unable, verify, wake turbulence, when able, wilco

Examples of Common KRHV ATC Comms

<u>Departing from AeroDynamic Aviation</u>
1. Once all checklists are complete, you have listened to ATIS, and you are ready to taxi:
   - "Reid-Hillview Ground, Cessna 98485 is at AeroDynamic Aviation, ready for taxi to the runup, downwind departure, with information Papa."
   - "Cessna 98485, taxi to the runup via the inside ramp, Hotel, Zulu."

Quickly brief the assigned taxi route using a current airport diagram. You are expected to taxi to the assigned area (i.e., runup area or runway) as soon as you have your clearance. If you need to delay your taxi for any reason (like a forgotten checklist), stop the plane and let Ground know you need to cancel or delay your taxi. Once you are ready, call Ground and tell them you are again ready to taxi. Do not run checklists or focus your attention inside while moving.

Be cautious of the green-painted "no taxi" areas, taxi lights, hangars, dips in the pavement, and other aircraft. Follow yellow taxi lines and taxi no faster than a brisk walking speed. Consider if a dog or child ran out from between the hangars – what would you do and could you stop in time?

2. After completing the runup, lean the mixture for taxi, then contact Ground to continue to the runway.
   - "Ground, Cessna 98485, at the runup, ready to taxi."
   - For 31R: "Cessna 98485, taxi to three-one right via Zulu, Zulu 1, Yankee 1."
   - For 31L: "Cessna 98485, taxi to three-one left via Zulu, Zulu 1, Yankee 1, Alpha 1, cross three-one right, hold short three-one left."
   - For 13L: "Cessna 98485, taxi to one-three left via Zulu, Zulu 5."
   - For 13R: "Cessna 98485, taxi to one-three right via Zulu, Zulu 5, hold short one-three left."

3. Once holding short of the assigned runway, switch frequency and contact Tower.
   - "Reid-Hillview Tower, Cessna 98485 holding short of 31R, ready for departure."
     - ✈ For short-field takeoffs or in the Twin Comanche, include the phrase "request short delay" to let them know you need a moment on the rwy.
   - "Cessna 98485, Runway 31R cleared for takeoff."
   - "Cleared for takeoff Runway 31R, Cessna 98485."

Confirm critical items (flaps, mixture, carb heat, trim) are set for takeoff. If you need to delay or cancel your takeoff for any reason, let tower know immediately and do not cross the hold short lines if possible.

Returning to AeroDynamic Aviation

1. Approximately 15 nm out, listen to ATIS and note the code word [i.e., "You have information X-ray"]. Complete the Descent checklist.

2. Abeam a VFR reporting point like Coyote Creek Golf Course, Calveras, Embassy Suites, etc., or approximately 10 nm from the airport, make your initial call to Tower.
   - "Reid-Hillview Tower, Citabria 9193L abeam Coyote Creek Golf Course inbound for landing with information X-ray."
   - "Citabria 9193L make straight-in for Runway 31L. Traffic to follow is a Cessna at your 1 o'clock position, 2 miles."
   - "Straight-in 31L, looking for traffic to follow, Citabria 9193L."

3. During approach, typically within 3 miles or on downwind, you should receive your landing clearance:
   - "Citabria 9193L traffic to follow is on short final, you are number two, cleared to land Runway 31L."
   - "Number two, 31L, cleared to land, Citabria 9193L."

   * At Reid-Hillview, do not turn base until you receive either your landing clearance or instructions to turn/follow other traffic.

When exiting the runway, consider other aircraft moving on the surface and aircraft on approach to the runway. While we want to be expeditious when clearing a runway, it is better for someone to go around rather than run a propeller through a light.

Exiting on taxiway Charlie after landing on 31R or 13L is prohibited by AeroDynamic!

Be extremely cautious when using taxiways C, Y1, Y2, Y3, E3, and A1 as they are very narrow and have lights and signs that can be difficult to see. Hitting a light or sign with the aircraft can result in an engine overhaul and new propeller, plus any other damage to property. Go slow and be careful.

4. If you land on 31L or 13R, remain on tower frequency until you've crossed runway 31R or 13L. Once clear of all runways, Tower will usually tell you to contact Ground. Switch to 121.65 while you complete the After Landing checklist, but do not call until you are ready to taxi (After Landing checklist complete).
   - "Ground Citabria 9193L, clear of runway 31R at Delta, taxi to AeroDynamic."
   - "Citabria 9193L, taxi to AeroDynamic via the inside ramp, Hotel, Zulu."

In most cases, you should not switch frequencies unless instructed to do so by the controller you are talking to. One of the exceptions to this is when you are holding short of a runway; you are expected to switch to Tower and call for departure.