

Aircraft Procedures to/from The Ohio State University Airport (OSU)

CAUTION: Any Maps on this page are not to be used for navigational purposes.

1. General Communication

Understanding is everything: If a controller issues a control instruction that you do not understand, then please let the controller know this. Many times pilots do not want to admit that they do not understand, but still respond with the term "ROGER", (which means, "I understand what you said"). A pilot cannot comply with that which is not understood; therefore, trouble is soon to follow. State Tower controllers would much rather have to explain an instruction to a pilot and avoid unnecessary confusion which may lead to a potentially dangerous situation.

Transmission Protocol: It is also extremely helpful for pilots to know when *not* to make a transmission. Quite often a controller will issue an instruction which requires a pilot to acknowledge, such as with a landing clearance or hold short clearance. However, another pilot will attempt to break in between the controller's transmission and the replying pilot's response. The result: neither pilot is heard by the controller due to the interference. This causes a potentially dangerous condition because the controller has no way of knowing that the pilot that he or she is trying to reach will comply and is required to repeat the transmission again.

Therefore, it is imperative that protocol must be followed in the world of one-way transmissions:

Pilot calling controller	Controller calling a pilot
a. A pilot calls the controller	a. The controller calls a pilot
[DO NOT BREAK IN]	[DO NOT BREAK IN]
b. The controller responds	b. Pilot responds to the controller
c. Transmit now.	C. Transmit now.

Expectation Bias: Expectation bias is a serious issue, particularly at OSU Airport. Expectation bias is defined by the FAA as *having a strong belief or mindset towards a particular outcome. This can occur even when there is evidence to the contrary.* In other words, someone says something, but the receiver is anticipating something else and that is what they hear.

Example: 90% of the time, a pilot landing full stop gets runway 9R or 27L. A controller instructs the pilot to land runway 9L. The pilot may very well read-back "Runway 9L, cleared to land", but actually assumes runway 9R.

Always critically listen to each transmission and consider what is being heard. By the way, this can also happen to controllers and instructor pilots. Be alert.

2. Arrival Procedures

Arrival Procedures into OSU Airport for VFR aircraft are fairly simple. Pertinent and timely information is essential for the safe and expeditious movement into and out of our airport. Arriving VFR aircraft should follow this procedure:

1. Receive the ATIS information on frequency 121.35 and inform tower you have information (current code) on initial contact.
2. Contact the tower on frequency 118.8 between seven to ten miles from the airport. This will ensure that you are properly sequenced into the pattern for your request. Contact Columbus Approach if farther out than 10 miles if you wish radar flight following on 125.95.
3. The following standard format is recommended upon initial contact.
 - Who Are You Calling (State Tower)
 - Who You Are and Type Aircraft (N123AB, Cessna 123AB, etc.)
 - Your Position (Over Plain City, 10 mile to the Northwest, 8 miles to South, etc.)
 - With ATIS Information (With Oscar, Papa, etc.)
 - Your Request ("Request" : Full Stop, Touch & GO, Transition, etc.)

EXAMPLE: "State Tower, Cessna 123AB, 10 miles northwest, with information bravo, request 3 touch and go's."

If you are flying into OSU airport and receiving VFR flight following with Columbus (CMH) Approach; do not assume that a hand-off is going to be made. CMH **DOES NOT** hand-off VFR aircraft to OSU tower.

The normal procedure is for CMH Approach to terminate your VFR service and switch you to the OSU tower frequency far enough out to avoid violating Class "D" airspace. Note that CMH will inform you "Radar services terminated" and issue a frequency change to the tower. This constitutes termination of radar services. Once terminated and/or instructed to switch to OSU tower, the pilot now assumes responsibility of remaining clear of Class "D" airspace until communication is established with State Tower.

Landing:

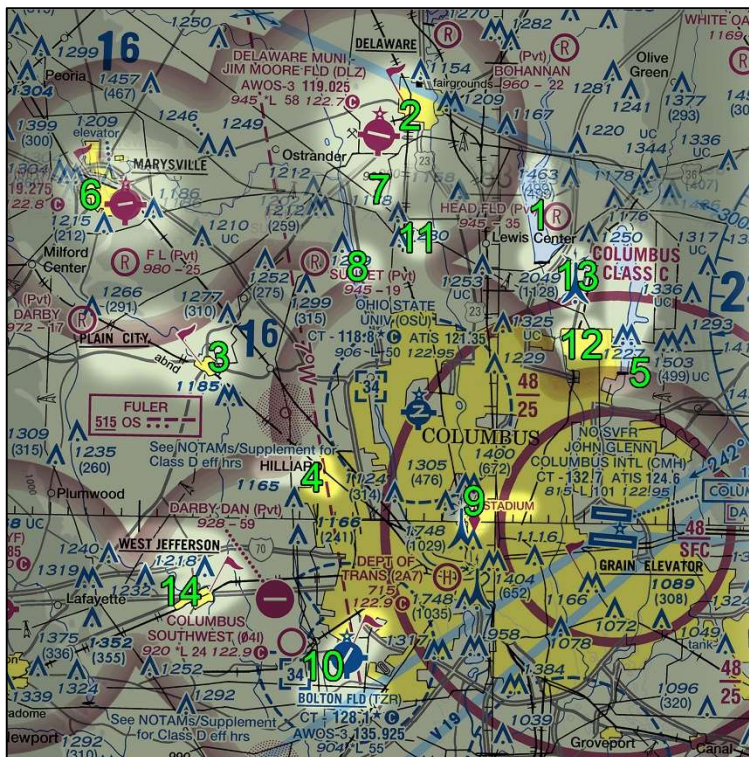
1. Always ensure to *identify* the assigned landing runway. You must see the runway numbers contained within the landing clearance you received to land on the runway.
2. *Never* land on pavement if you do not see runway numbers. It is not a runway!
3. *Do not land* on a runway unless you receive a landing clearance.
4. Always exit the runway at the first available taxiway as soon as it is safe to do so.
5. *Never* exit onto another runway unless you have permission from ATC. Also, do not stop on the runway in order to get permission to turn off. Odds are another aircraft is less than a mile behind you.

Arrival Taxi: This can be the worst part of the flight and the beginning of a very long day. Here's why.

1. The natural assumption is the flight is over at touchdown. At complicated airports, the flight may just be getting interesting.
2. Turn off on the taxiway, cross the hold bar protecting the runway environment and stop. If tower has not given you instructions, then ASK. **Remember: Hold bars protect runways, not taxiways.** Exiting a runway, a pilot is *not off* the runway until crossing the hold bar.
3. Never taxi until a clearance is given. Doing so is a *pilot deviation*.
4. When taxiing to parking, be aware that a clearance may be needed to cross other runways.
5. Never assume it is OK to cross a runway because it is assumed the runway is not in use. Crossing *any* runway without a cross clearance is very dangerous and a pilot deviation.

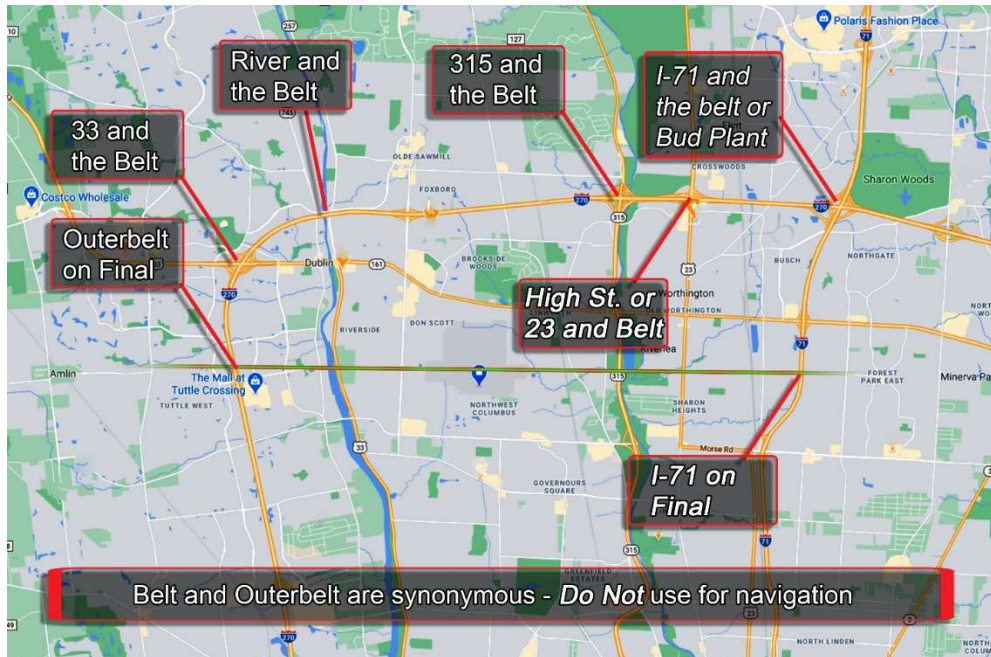
Initial Reporting Points:

It is very helpful to be familiar with initial reporting points within the vicinity of the OSU airport. Simply let us know if you are unfamiliar with the area and tower will assist appropriately. Initial reporting points, while not mandatory for check-in, help controllers identify an aircraft position quickly. Aircraft can report in, for example, over the Zoo or Plain City. These points are marked on the radar map in the tower.



1. Alum Creek Reservoir
2. Delaware
3. Plain City
4. Hilliard
5. Hoover
6. Marysville
7. Square Lakes (S of DLZ)
8. O'Shaughnessy Dam / Zoo
9. OSU Stadium
10. Bolton
11. Powell
12. Westerville
13. WOSU
14. West Jefferson

Pattern Entry Points: These local points focus on prominent locations and landmarks mostly within 2.5 to 3.0 miles of the airport. The majority of reporting points (located to the north of the airport) may be used by the controller in order to instruct "local" aircraft to enter the pattern at specific places. Common communication such as "Report 315 and the outer belt", or "Report the river and the outer belt" are commonly used. "The Belt" or "Outer belt" refers to interstate I-270, which surrounds the city of Columbus.



2. Departure Procedures

a. Prior to Taxi

Obtain the current ATIS on frequency 121.35 prior to taxi. If VFR, please contact ground control and advise that you have the ATIS (appropriate phonetic code), intentions and your departure heading in nearest 10 degrees. This information will be given to the tower controller. How the tower controller handles your departure is dependent on the heading you wish to fly. Additionally, Automated Surface Observing Systems (ASOS) weather is broadcast on the ATIS frequency when the tower is closed. Please note that NOTAMS are *not* included in the after-hours ASOS broadcast on 121.35.

Clearance delivery (CD) for OSU is available 24-hours on frequency 121.7. CMH Approach handles CD remotely on 121.7 when OSU Tower is closed.

b. Radar flight following

Radar flight following is also available right from the chocks at OSU. If you desire to pick up flight following with CMH approach, then follow these guidelines:

- Call ground control and say, *"State Ground, Cessna 12345 with a request."*
- Once ground gives the "go ahead", Give the following information:
 - Full call sign
 - Aircraft type and equipment suffix if known (If you do not know it, say "slant Gulf")
 - Airspeed
 - Altitude requested
 - Destination airport or fix (Airport 3-letter preferred, CVG, LEX, MFD)
 - On course heading (nearest 10 degrees is fine)
 - Current ATIS code

Ground will have you stand by and loads this information into the ATC flight plan system. Once complete, ground will issue your squawk and approach frequency (Please have a pencil ready to copy).

On-departure note: Pilots may be given an initial heading and an initial altitude restriction of 2,000 MSL other than their requested heading to accommodate established Class Charlie procedures with CMH Approach Control. CMH Approach will get you on course and higher once they establish radar contact.

c. Preparing to Taxi

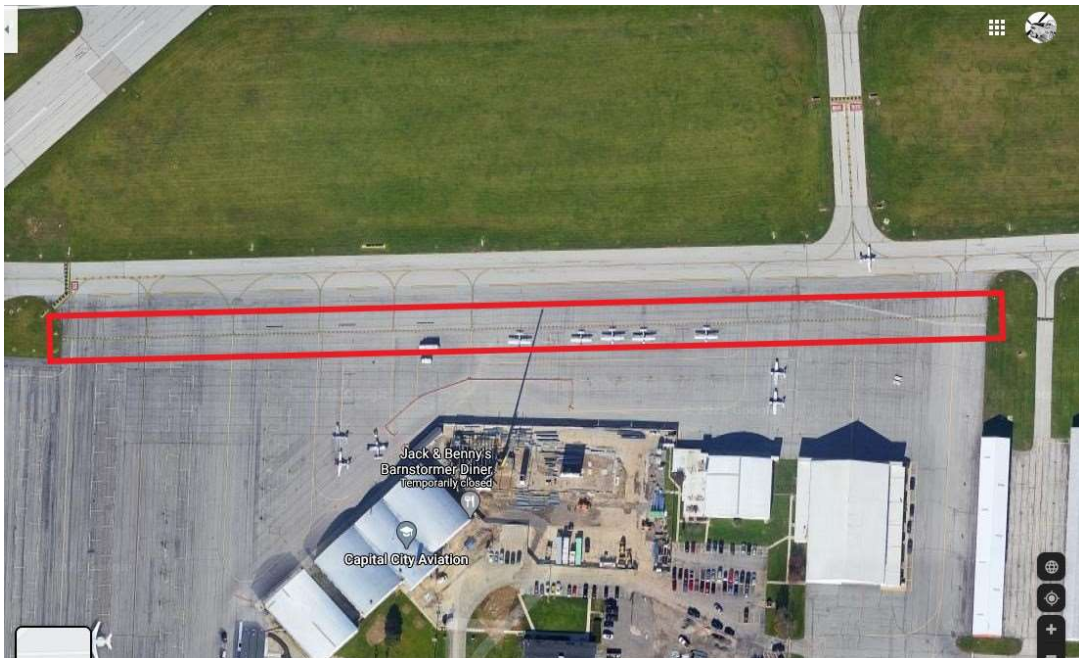
Be sure to remain clear any movement area prior to obtaining a taxi clearance. At OSU, the movement area encompasses all taxiways and runways, but does not include ramp space. Movement area edge markings are similar to a hold bar with only one solid and one dashed line.

Non-movement area side



Movement area side

CAUTION: Know that taxiway alpha is a movement area and is connected to and runs parallel with the ramp. Additionally, the approach end of runway 5 is *immediately at the northwest edge of the ramp!*



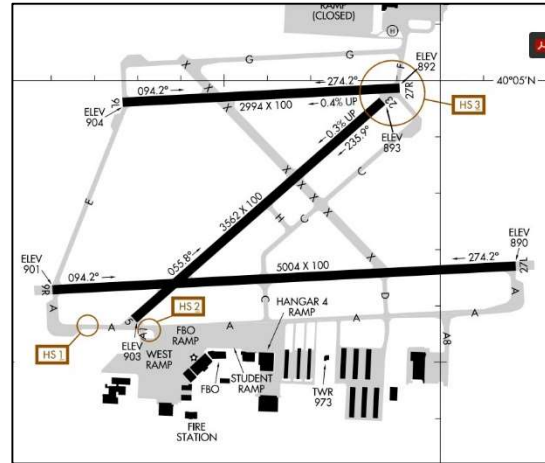
b. Departure Taxi

ATC is required to obtain read backs of all clearances and hold short instructions. Pilots must also acknowledge with call sign when reading back clearances along with the runway assignment. ATC is bound by FAA regulations to prompt pilots for read backs and to acknowledge read backs with call signs. It's not personal; it's safety.

OSU airport is not large, but it is complex for size. It can be tricky getting to the right runway. There is an approach zone for runway 5 that arrives over taxiway alpha and 10 different runway/taxiway intersection combinations on the airfield. Please feel free to ask ground control for "progressive taxi instructions."

Hot Spots: There are 3 hot spots on the field. Hot spots are points on the field where a higher-than-normal potential exists for runway incursions, or at least, are confusing or disorientation to pilots.

- **HS 1 - When holding short of Rwy 9R, aircraft must clear Rwy 5 hold short line on Twy A, west of Rwy 5**
- **HS 2 - Rwy 5 hold short line is in close proximity to west ramp on Twy A**
- **HS 3 - Wrong rwy departure risk: Intersection is not standard and Rwy 23 threshold displaced**



Please note that FAA rules require pilots to obtain approval to cross or enter any runway, which also includes the runway 5 approach zone. This takes out the mystery and confusion about runway crossings. Again, pilots must have *specific permission* to cross the runway 5 approach zone or any runway, including the assigned take off runway.

Complete the assigned taxi and run up prior to departure. Please remain on ground control frequency until ready to depart. Next, pilots may automatically switch to tower frequency without requesting permission from ground control to do so. This is a national standard practice.

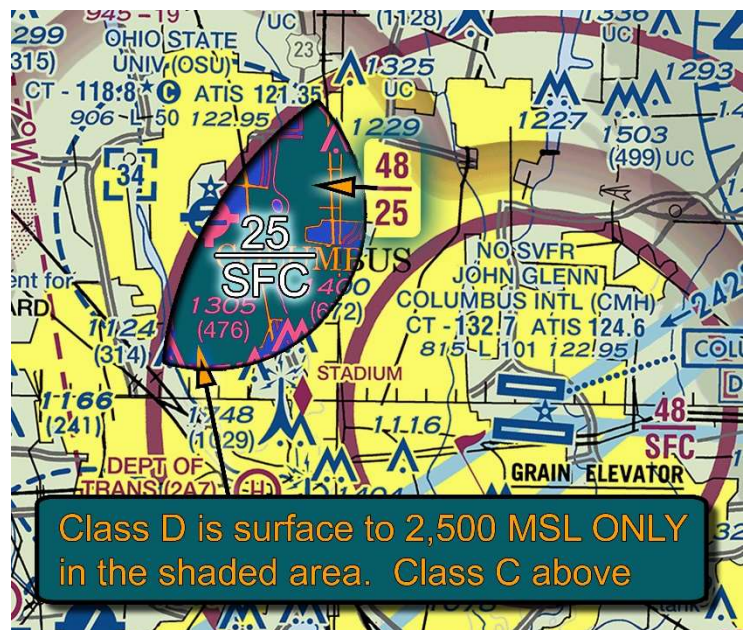
c. Departure

On departure, it is not always possible to approve aircraft directly on course due to higher traffic volume. It can be dangerous to make an early turnout without first coordinating it with the tower because of the parallel/crossing runway configuration. Even if approved on-course, you should fly runway heading until one-half-mile off the departure end of the runway.

Remain on State Tower frequency until exiting the Class Delta Surface Area. The tower controller may have traffic advisories or further instructions for you. Otherwise, you may request a frequency change prior to that. No request to change frequencies upon *exiting* a Class Delta Surface Area is necessary. This is another national standard practice.

3. Confusing Airspace

CMH Class Charlie airspace overlaps about one-half of the OSU Class Delta Surface Area. There is a hierarchy with all airspace. For example, Class B trumps class C, which trumps class D, etc. In the case of the overlapping airspace here, the Class Charlie wins and that portion of the OSU Class D, which appears ambiguous, *does not exist*. Therefore, it is imperative that all pilots remain below CMH Class Charlie Airspace until clear of it. The Class Charlie outer shelf begins at 2500 feet MSL and extends up to 4800 MSL. No pilot may enter Class Charlie airspace until establishing two-way radio contact with the CMH Approach Control on 125.95. Alternate frequency: 120.2.



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4. Avoiding Runway Incursions

OSU airport and ATC are committed to runway incursion prevention. Basically, a runway incursion is any unauthorized entry of an aircraft, vehicle, or person into a runway environment (going onto or past a hold bar). Ensure to always remain behind a hold bar until authorized to enter or cross a runway. Even a nose gear on a hold bar is considered a runway incursion by the FAA and ATC is mandated to file a pilot deviation.

However, we offer this knowledge so that we can arm pilots with information to avoid the runway incursion trap.

A proper read back of clearances from pilots is one of the best ways of preventing any runway incidents. Accuracy is everything. Read backs are life insurance to pilots. It is a pilot's guarantee that the correct information has been received. In communicating with ATC, always use your aircraft call sign, followed by the clearance. If the read back is incorrect, then ATC can correct or reissue it.

The following list is good advice in minimizing the risk of being involved in a runway incursion:

- 1 Listen critically and always be aware that expectation bias is real.
- 2 Always read back clearances to controllers verbatim--especially hold instructions. These are mandatory.
- 3 Always ask the controller to clarify when unsure or in doubt.
- 4 Always obtain a clearance to cross or enter any runway. If in doubt, *get a clearance to cross*.
- 5 Be familiar with the airport layout prior to arrival or departure.
- 6 Be aware of your position on the aerodrome at all times. If unsure, ask the controller. Do not hesitate to ask for progressive taxi instructions!
- 7 Be alert to hold lines and signs. Know the meaning of all airport signs and markings (See the Aeronautical Information Manual for definitions/descriptions).
- 8 Watch for other areas, such as runway approach zones where a runway approach crosses a taxiway, but the runway does not.
- 9 Do not taxi around unless a clearance to do so has been issued.

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