Memorandum

Date: January 15, 2019

From: Robert L. Wagner, Air Traffic Manager, Pontiac ATCT

To: Oakland County International Airport

Subject: General Pilot information and Best Practices

HOURS OF OPERATION

Pontiac Tower hours of operation are from 6:00 am local time, until midnight.

When the tower is closed, the following conditions apply:

- Runway 9R/27L lights, all taxiway lights, runway 9R approach lights (MALSR), and Runway 9R PAPI's are on Pilot Control and operated using CTAF 120.5. Runway 27L VASI's are on continuously.

- Pilots should broadcast their position and intentions on the common traffic advisory frequency (CTAF) 120.5, use caution for maintenance, snow removal and mowing vehicles on or near the runways.

- Airport information is available on UNICOM 122.95.

- IFR service is available from Detroit Approach Control on 127.5; full communications are available on the ground at Oakland County International Airport.

- ASOS weather information is available on the ATIS frequency 125.025, from midnight until 6:00 am local time or anytime via phone at (248) 886-8551

POSITIONS OF OPERATION

- Tower: Controls airborne traffic into, through and out of the PTK Class Delta Surface area and provides sequencing of arriving and departing aircraft to the runways. When Pontiac ATCT operates in a "Dual Tower" mode, one tower controller works the southern half of the Class Delta airspace with aircraft arrivals/departures on runway 9R/27L and IFR aircraft utilizing frequency 120.5; another controller works the northern half of the Class Delta airspace and aircraft arrivals/departures on runway 9L/27R utilizing frequency 123.7.

- Ground Control: Provides taxi/movement clearances and instructions to aircraft and vehicles on the airport movement area utilizing frequency 121.9/121.65.

- Clearance Delivery: Issues IFR, Special VFR and VFR on Top clearances. Observes and disseminates weather information. This position may be combined with Ground Control.

- Operational Supervisor/Controller-In-Charge (CIC): Oversees and is responsible for the entire operation. All inquiries/concerns should be addressed to the Supervisor/CIC or Air Traffic Manager.

GENERAL

- Do not acknowledge control instructions by clicking the mike.

- **Always use your call sign when acknowledging ATC**, read-back all runway crossings and hold short instructions. (ATC must obtain a read-back of all hold short instructions and ensure pilots use call signs in any read back acknowledging an Air Traffic Clearance or instruction.)

- If ATC asks a question that requires a yes or no answer, reply with your call sign and "affirmative" or "negative", not just your call sign or "roger".

- If you are unable to comply with instructions or you are not comfortable with instructions received, advise the controller.

- If you did not hear or do not understand the controller's instructions, ask for them to be repeated or clarified.

- **Read-back all runway hold short instructions with call-sign**.

- If a runway crossing is unavoidable, and ATC clears you to cross the runway, always look both ways for traffic.

WHEN ARRIVING

- Obtain the ATIS information on frequency 125.025 prior to initial inbound call and advise the tower that you have the current ATIS.

- VFR aircraft ensure your transponder is on, squawking 1-2-0-0, with mode C.

- Make your initial call to the Tower on frequency 120.5/123.7 prior to entering the Class Delta Airspace (preferably seven to ten miles from the airport). Include type, call sign, ATIS code, position and your intentions (landing, pattern work, overflying, etc.).

- Advise the tower controller if you are a student pilot, of any requests (runway request, pattern work, short approach, etc.) and parking location as early as possible after establishing communication.

- When inbound, and the tower has not responded to your transmissions, remain outside the Class Delta airspace, and check your volume control and radio receiver.

- Give accurate position reports. If uncertain of your location or the location of Oakland County International Airport advise the controller.

- If you are issued a sequence and do not understand it, ask for clarification.

- When instructed to follow another aircraft:
    - Advise if you do not have the aircraft in sight.
    - Advise if you lose sight of the aircraft.

- Use extreme caution when turning base to final. Do not overshoot your turn to final, as other aircraft may be on base or final for the parallel runway.

- After touchdown and once slowed to taxi speed, exit at the first available taxiway, unless otherwise directed by ATC.

- When exiting a runway between the parallel runways, taxi past the safety area line for the first runway, then hold short of and do not cross the other runway until cleared to do so. Remain on the tower frequency until instructed to contact Ground Control.

WHILE ON THE GROUND

- Listen to the ATIS (125.025) before calling ground control (or clearance delivery); advise the controller that you have the ATIS (include the ATIS code).

- There is no need to call Clearance Delivery unless you are departing on an IFR flight plan. You may contact them for Special VFR and VFR on Top clearances.

- Contact Pontiac ground control with your type aircraft, call sign, location on the airport, ATIS code, request (runway, intersection departure, etc.) and if you are an IFR departure. Be ready to taxi immediately.

- If able, write down taxi instructions, repeat all runway crossings and hold short instructions. Utilize the run-up areas for your run-up, so to not delay other aircraft ready for departure.

- If you are unsure of the taxi route, ask the controller for progressive instructions.

- When instructed to taxi to an active runway, do not cross any runways, unless instructed by ATC.

- Vehicles are trained to give way to all aircraft. However, be vigilant and if in doubt, stop, give way to vehicles and other aircraft that ground control has not advised you of. Verify with ground control that you are where you should be.

- Emergency vehicles will have the right of way during any emergency response. In most cases Ground Control will make a blanket broadcast for all aircraft and non-emergency vehicles to hold their position.

WHEN DEPARTING

- If tower is operating on dual tower frequencies, ensure you are on the proper frequency when calling ready for departure; Runway 27R/9L = 123.7; Runway 27L/9R = 120.5.

- Remain behind the hold short line until specifically approved onto the runway.

- Do not call for departure until you and your aircraft are ready. Advise the tower if you are planning any unusual maneuvers or training situations.

- State the runway where you are holding. If at an intersection, state the runway and intersection.

- Advise if you are an IFR departure, or the cardinal direction of your VFR departure.

- If VFR, remain on tower frequency until a frequency change is approved, or until you have vacated Class Delta Airspace.

- Ensure your transponder is turned on, squawking 1-2-0-0 (or appropriate code for IFR or VFR flight following) with mode C.

LOST COMUNICATION

- First, check your radio volume, selection knobs and headsets for configuration. If you have lost communication and have a cell phone available, you may contact the tower directly at 248-886-8500.

- Departing:

  o If communication is lost prior to taxiing, stop and call the tower if possible. Do not enter any movement areas.
  o If communication is lost during taxi, continue to the location you were last cleared. If further instructions are required, face aircraft toward tower and flash landing or other lights to get the towers attention. DO NOT ENTER ANY RUNWAYS, follow light signal instructions.
  o Expect a county vehicle to be dispatched for assistance and escort.

- Arriving:

  o If communications are lost prior to establishing communication with ATC and entering the Class Delta Airspace.

    ▪ Remain outside of Class Delta surface area and away from the final approach and departure courses.
    ▪ Squawk 7-6-0-0
    ▪ Proceed to a point 4 miles due North/South of the field
    ▪ Determine the direction and flow of traffic.
    ▪ Be vigilant for other aircraft as you join traffic pattern.
    ▪ Watch the tower for Light Gun Signals
    ▪ Acknowledge light signals by rocking wings or flashing landing light
    ▪ ATC will likely treat you as an emergency. You may attempt contact with the tower on other frequencies.

  o If communications are lost after establishing communication with ATC.

    ▪ Continue as instructed to reporting points or in pattern.
    ▪ Squawk 7-6-0-0
    ▪ Show landing light and rock wings to gain attention of tower
    ▪ Be vigilant for other aircraft as you join traffic pattern.
    ▪ Watch the tower for Light Gun Signals
    ▪ Acknowledge light signals by rocking wings or flashing landing light.
    ▪ Use caution and land aircraft on the runway initially assigned and exit runway away from the parallel runway.
    ▪ ATC will likely treat you as an emergency. You may attempt contact with the tower on other frequencies.

- Airports available in the area are:

45G	Brighton	323 deg. 12.7 NM
VLL	Oakland/Troy	131 deg. 13.0 NM
Y47	Oakland/Southwest	229 deg. 13.3 NM
9G2	Linden Price	306 deg. 17.6 NM
1D2	Canton-Plymouth-Mettetal	191 deg. 19.1 NM
D98	Romeo State	075 deg. 21.2 NM
FNT	Bishop International	328 deg. 23.0 NM
DET	Coleman A. Young	137 deg. 23.8 NM
57D	Ray Community	086 deg. 23.9 NM
OZW	Livingston County	272 deg. 25.0 NM
D95	Dupont-Lapeer	022 deg. 24.9 NM
MTC	Selfridge ANG	103 deg. 26.0 NM
YIP	Willow Run	197 deg. 26.0 NM

It is our intention to improve the service we provide to the pilots operating out of Oakland County International Airport by providing the above information.

We would like to take this opportunity to extend our appreciation to all of our aviation customers. If you have any questions or suggestions, please contact us at (248) 886-8500.