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. A good rule of thumb for VFR aircraft on initial call up at OSU is as follows:

1. When inbound to OSU for a Full Stop, Touch & GO, Low Approach, Stop & GO, and Option Approach; or just to transition our airspace, a 10nm call from the airport will suffice. This will ensure that you are properly sequenced into the pattern for your request.

2. Prior to initial call ensure that you have obtained the latest ATIS information and that the frequency is clear before transmitting.

3. The following information on your initial call will help not only us provide you the best service; but ensure your smooth transition from air to ground. **4-2-3.**

- Who Are You Calling (OSU Tower)
- Who You Are (N123AB, Cessna 123AB, etc.)
- Your Position (10 mile to the Northwest, 8 miles to South, etc.)
- With Information (ATIS Code, Oscar, Papa, etc.)
- Your Request (“Request” : Full Stop, Touch & GO, Transition, etc)

Aircraft receiving **VFR flight following** with Columbus Approach Control **to** the airport should review the following:

1. AIM **4-3-2**, **3-2-5**, **4-1-17**
2. FAA 7110.65 **7-6-1**, **5-1-13b 2-4**

If you are flying into Ohio State University Airport and receiving VFR flight following with CMH Approach, do not assume that a hand-off is going to be made. CMH ***DOES NOT*** hand-off ***VFR*** aircraft to OSU tower.

Normal procedure according to the regulations above is for CMH Approach to terminate your service and switch you to the OSU Tower frequency far enough out to avoid violating Class “D“ airspace. Note that a frequency change to the tower 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 communications are established with tower of intended landing.

It must be noted however that CMH Approach has a tendency of getting very busy and very quickly, yet it remains the pilot’s responsibility to ensure that Class “D“ airspace is not violated even when receiving VFR flight following. With this in mind, take a look at the following best operating practice:

1. If the pilot believes he or she is likely enter Class “D“ airspace or in is the pilot’s intention to enter, then establish communication with the tower prior to entering the airspace and advise of your situation.

2. You may also self-terminate your flight following service with Columbus Approach:

“Columbus Approach N123AB, request frequency change to OSU Tower.”

LAHSO (Land and Hold Short Operation)

Be aware that Ohio State Tower applies LAHSO procedures to single engine aircraft on runways 5, 9L, 9R, 14 & 27L. The procedure limits the amount of a particular runway that a pilot can use by holding the aircraft short of another landing or takeoff runway.

Phraseology: “Cessna 345, Cleared to land runway 9- right, hold short runway 14 for landing traffic, available landing distance 3, 300 feet.”

Pilots accepting a LAHSO clearance must read back the hold short assignment with the landing clearance. Advise the controller immediately if you cannot accept a LAHSO clearance. Here are the available landing distances from the approach ends to the LAHSO hold lines:

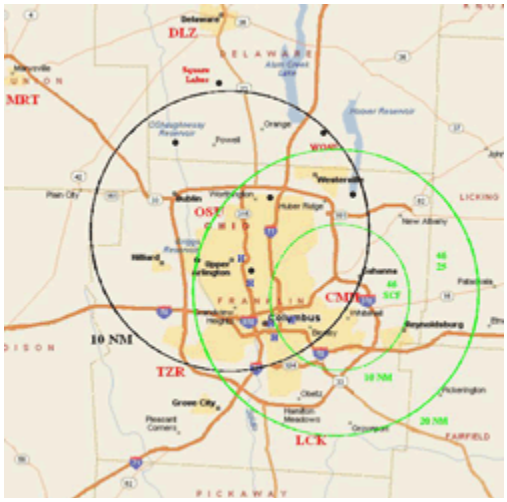
Runway 5 - 3,350 feet **Runway 14 - 2,750 feet**

Runway 9R - 3,300 feet **Runway 27L - 3,300 feet**

Runway 9L - 2,550 feet

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. These local points focus on prominent locations and landmarks mostly within 2.5 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 aircraft to enter the pattern at specific places. Common communication such as “Report the twin tanks at I-270”, “Report the river and the outer belt”, “Report route 315 and the outer belt” are commonly used. “The outer belt” referrers to interstate I-270, which surrounds the city of Columbus. For a detailed map of OSU reporting points click on the images below.



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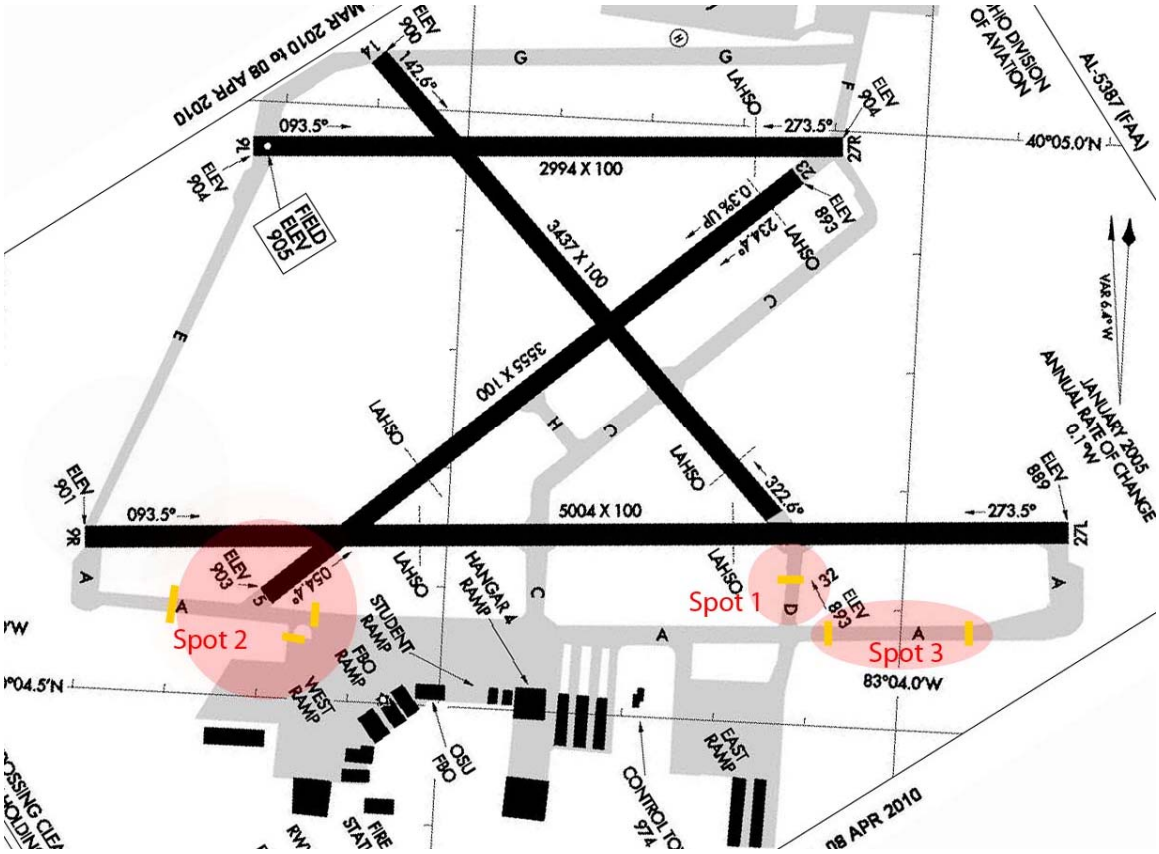
Hot Spots on the Field

Hot Spots are known points on the airfield that can cause confusion to unfamiliar pilots. OSU Airport has its own uniqueness and there are three such hot spots identified on the airport surface. (See Image Below).

Hot Spot 1 is the hold short point for runway 32. Pilots will notice that the hold bar for runway 9R/27L is also the hold bar for runway 32. In other words, runway 32 is immediately across the other side of runway 9R/27L, and therefore pilots must hold for a runway 32 departure at the “double duty” hold bar on taxiway delta. It is mandatory that the pilot awaiting departure on runway 32 hold on taxiway delta and not cross the hold bar until issued a takeoff clearance on runway 32 by the tower. The phraseology will be: Cessna 345, CROSS runway 27-left, CLEARED for takeoff runway 32.”

Hot Spots 2 & 3 are the runway approach zones for runways 5 and 32. An approach zone is where a portion of the movement area conflicts or passes through the arrival path for another runway. For these, it is taxiway alpha that is in the arrival path. The ground controller may require a pilot to hold short of the runway 5 or 32 approach zone area. It is important to note that an approach zone has a hold bar on each side. Once allowed to cross the approach zone, the pilot must pass through both hold bars; otherwise, the aircraft will still be in the approach zone. The far side bar will have the dashes on the pilot’s side and there is a lack of red hold bar signs. The pilot may then continue on to the assigned takeoff runway hold bar, where he or she must hold short until issued a takeoff clearance.

Additionally, look closely at Hot Spot 2 below. There is an additional hold bar short of taxiway alpha headed north. Do not pass north into this area if the flashing yellow guard lights are operating. These lights indicate that runway 5 is active. Pilots should enter taxiway alpha to the *east* side of the grassy island to taxi to runway 27L.



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Student Pilots
Student Pilots: Advise the tower or ground controllers that you are a student pilot upon initial contact. This will enable the controller to assist you as necessary both in and out of the airport.

Departure Procedures
Once you have taxied out for departure, you may automatically switch to tower frequency without requesting from ground control to do so. On departure, it is not always possible to approve you directly on-course due to the volume of traffic OSU receives from time to time. Due to our parallel/crossing runway configuration, it is also dangerous to make an early turnout without first coordinating it with the Tower Controller. 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; otherwise, you may request a frequency change prior to that. No request to change frequencies upon exiting a Class Delta Surface Area is necessary.

NOTE: Thank you for flying quiet. We ask that pilots departing off OSU please be considerate of the noise produced by your aircraft when operating within the surrounding area. This is due to the close proximity of residential areas surrounding airport property. Please reduce power and/or prop pitch when it is safe to do so.

Make sure you have the correct ATIS information prior to departure. Columbus has four controlled airports--most being within 12-miles of each other. For this reason, each airport is allocated a particular section of the phonetic code. State Tower cycles from Oscar to Zulu. Any codes other than these are derived from the wrong ATIS and are not for OSU.

Additionally, the ASOS weather and NOTAMS are now broadcasted over the ATIS frequency when the tower is closed.

When contacting ground control for taxi to the active runway, provide the following information: current ATIS code, your intentions, and your on-course heading in degrees. This information will be given to the tower controller. How the tower controller handles your departure OSU is dependent on the heading you wish to fly.

CMH Class Charlie Airspace overlaps about one-half of the OSU Class Delta Surface Area. It is imperative that all pilots remain below CMH Class Charlie Airspace until clear of it. The Class Charlie 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 120.2.

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Due to airspace classification, Class Charlie services are not permitted off OSU; however, State Tower may issue a frequency change to CMH Approach for traffic advisories upon request. If an aircraft is likely to depart underneath Class Charlie Airspace, then OSU Tower will instruct the pilot to remain clear of Columbus Class C airspace. At the appropriate time, State Tower will allow a frequency change to CMH Approach. This is the most efficient way to get you on-course when departing southeast. Remember:
Do not enter Class Charlie airspace until you have contacted CMH Approach.

Although the OSU airport is not a large one in acreage, it can be tricky getting to the right one of eight different runway numbers. Please feel free to ask for “progressive taxi instructions“ if you are unfamiliar. There are two approach zones that arrive over taxiway alpha and 12 different runway/taxiway intersection combinations on the airfield.

Communications

While working on the tower frequency, we ask that everyone keep transmissions brief and precise. This helps both the pilot and controller. The less time that is spent making transmissions equates to more time that can be spent issuing necessary control instructions or safety alerts. This in turn leads to greater safety for all pilots.

If a controller issues a control instruction of which 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 simply 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 what we require to a pilot and avoid unnecessary confusion.

It is also extremely helpful for pilots to know when not to make transmissions. Many times a controller will issue an instruction which requires a pilot to acknowledge, such as with a landing clearance or hold short clearance. However, quite often 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 he or she is trying to reach will comply and is required to repeat the transmission again.

Avoiding Runway Incursions

As part of our mission, State Tower is always taking steps to prevent runway incursions. The FAA defines a runway intrusion as, “Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft taking off, intending to take off, landing, or intending to land“ (FAA ORDER 7210.58). The following list is good advice to help pilots minimize the risk of being involved in a runway incursion

1Always read back clearances to controllers--especially hold instructions. These are mandatory.

2Always ask the controller to clarify when unsure or in doubt.

3Know and understand taxi rules. When told to “taxi to“ a runway, a pilot may “cross“ any runway or approach zone except the runway instructed to taxi to. However, pilots may not cross the assigned runway without specific permission, nor any other runway specifically told to hold short of. Pilots also may not taxi “down“ any runway unless they have received specific clearance to do so.

4Be familiar with the airport layout prior to arrival or departure.

5Be aware of your position on the aerodrome at all times. If unsure, ask the controller. Do not hesitate to ask for progressive taxi instructions!

6Be alert to hold lines and signs. Know the meaning of all airport signs (See the Airman’s Information Manual for definitions/descriptions).

7Watch for other areas, such as runway approach zones where a runway approach crosses a taxiway, but the runway does not.

8Do not taxi around unless a clearance to do so has been issued.