ISSUED: October 25, 2010   **EFFECTIVE:** October 26, 2010

REPUBLIC TOWER LETTER TO AIRMEN NO. 10-1

SUBJECT: Recommended Aircraft Communications and Ground Operating Procedures.

CANCELLATION: Republic Tower Letter to Airmen 10-1 is cancelled October 25, 2012.

PURPOSE: This letter describes the recommended aircraft communications and ground operating procedures. The procedures may be superseded by Air Traffic Control (ATC) instructions when necessary. The procedures contained herein should in no way override the authority of the pilot-in-command to assure the safe operation of the aircraft.

PROCEDURES:

1. **Line Up and Wait:**

   a. Effective September 30, 2010, ATC will use "Line Up and Wait " phraseology replacing "Position and Hold" to instruct a pilot to enter the runway and await takeoff clearance.

   b. Be aware the phrase "Traffic Holding in Position" will continue to be used to advise other aircraft that traffic has been authorized to "Line Up and Wait" on an active runway.

3. **Runway Crossings:**

   a. At Republic Airport, pilots should not expect to receive a taxi clearance which includes crossing more than one runway because the aircraft must have crossed a previous runway before another runway crossing clearance may be issued.

   b. Pilot should be aware that a clearance is required for aircraft to operate on any active, inactive, or closed runway(s).

2. **Radio Communications:**

   a. All transmissions should be clear, concise, and as brief as possible.

   b. Pilots should readback all runway assignments, route/taxi instructions, runway crossing clearances, hold short instructions, altitude assignments, and/or takeoff/landing clearances.

   c. Pilots should request clarification with ATC for any misunderstood or incomplete transmission of ATC clearance or instructions.

   d. Prior to departure, when requesting taxi instructions, pilots should inform ATC of their full aircraft identification, current position, type of operation planned (VFR or IFR),

intentions, and the Automatic Terminal Information System (ATIS) phonetic code they received.

e. All arriving VFR aircraft should contact Republic Tower when approximately 10 miles from the airport and state their full aircraft identification, current position, intentions, and the Automatic Terminal Information System (ATIS) phonetic code they received.

4. Runway Exiting After Landing:

a. Pilots should not stop or reverse course on the runway without first obtaining ATC approval.

b. An aircraft is expected to taxi clear of the runway unless otherwise directed by ATC. In the absence of ATC instruction, an aircraft should taxi clear of the landing runway by clearing the hold position marking associated with the landing runway even if that requires the aircraft to protrude into or enter another taxiway.

   Note: Expect ATC to instruct the aircraft where to turn off the runway, when appropriate, and advise the aircraft to hold short of a runway or taxiway if required for traffic. ATC will coordinate to protect a taxiway intersection if an aircraft is required to enter that intersection to clear the landing runway.

c. When exiting a runway, if a pilot will need to stop the aircraft without being clear of the runway then inform ATC without delay. Pilots should continuously exercise proper effective scanning for other aircraft, surface vehicles, or other objects.

Frank Bernardo
Air Traffic Manager
Republic Air Traffic Control Tower