

# A PILOT'S GUIDE

To understanding ATC operations at  
Lancaster Airport



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# Welcome to the Lancaster Airport

*(This material shall be used for informational purposes only)*

The Air Traffic Controllers at the Lancaster Airport would like to welcome you. We hope that you enjoy your time here and most of all, we hope you visit us again soon. We recognize that we would not be here if it were not for you. That is why we want to work together to ensure your visit is a safe one. After all, safety is the name of the game. Some of you may not have a lot of experience flying into a controlled airport. Just the thought of it can be overwhelming. The information contained in this booklet is not only useful for flying into Lancaster, but into any controlled airport.

## **Before You Arrive:**

A little homework goes a long way! Try to gather as much information about the Lancaster Airport prior to departing from home. Gather current weather information. Become familiar with the layout of the airport. Keep a copy of the airport diagram with you to aid with airport awareness. You can find and print airfield diagrams by visiting: *airnav.com*, *AOPA.org*, *EAA.org*, and *FAA.gov* (*just to name a few*).

## **Approaching the Airport:**

Listen to the **ATIS**. The **A**utomatic **T**erminal **I**nformation **S**ervice is available on frequency 125.675. Along with the weather, you will hear the runways-in-use and the type of approach to expect as well as any other pertinent airport advisories and NOTAM information.

*\*\*\*\*Note: Lancaster Tower does not provide radar service. If you are inbound and would like to fly a practice IFR approach, you need to contact Harrisburg Approach Control 126.45 (E) or 124.1 (W) of the Susquehanna River\*\*\*\**

After listening to the ATIS, dial up Tower Frequency 120.9 and just listen for a moment. By doing so, you will be able to get an idea of what is going on at the airport and what kind of traffic to expect. **REMEMBER**, the more informed you are, the easier it will be for the Tower Controller to do his or her job.

According to the **A**eronautical **I**nformation **M**anual (AIM), initial call up should be done at about 15 miles from the airport. This gives the Tower

Controller enough time to develop their game plan and to fit you into the traffic flow.

### Initial Call:

**The 4-W's** (*only four things we need to know*):

- **Who You Are** – Aircraft type and tail number
- **Where You Are** – Your position from LNS, including distance and direction (North, South, East, or West)
- **What You Want** – Your intentions (Full stop, touch & go etc.)
- **With Current ATIS Code** (Alpha, Bravo, Charlie, etc.)

\*\*\*\*Example – “Lancaster Tower, Twin Cessna 12345, 10 miles southwest with information Delta, full stop”\*\*\*\*

If it is busy when you call and you do not get a response, don't panic. You probably have been heard and your call sign written down. Hold outside of the airspace and listen for the controller to call you. If you hear that things have calmed down and the controller has not called you back, then go ahead and call again.

**\*\*\*Remember...you cannot enter the Delta Airspace unless you have been acknowledged\*\*\***

You may be asked to “**IDENT**” for target identification. When you push the “IDENT” button on your transponder, your squawk code and altitude read-out flash on the RADAR display used in the tower. We see exactly which target you are and have verified your position.

After you have established two-way radio communications with the Tower, you should **never** turn the volume down on your radio at any time while inside the Class Delta airspace. It is very important that the Tower be able to contact you.

You will be told which runway to use and where to enter the traffic pattern for that runway. You **do not** have to fly the entire pattern. If told to enter on the base, you **do not** have to fly the downwind first. The Tower will also give you a reporting point, usually between 2 to 5 miles out; depending on type aircraft and traffic conditions. This report allows us to make changes to the landing sequence when needed. If no changes are needed, you will receive your landing clearance at that point.

When you are given a clearance or any other control instruction, you should always **readback** the instructions along with your call sign. The easiest way to do this is to repeat exactly what the Controller says, nothing more.

### LAND AND HOLD SHORT OPERATIONS (LAHSO)

LAHSO is an air traffic control procedure that requires pilot participation to balance the needs for increased airport capacity and system efficiency; consistent with safety. This procedure can be done safely **provided** pilots and controllers are knowledgeable and understand their responsibilities.

You may be cleared to land on Runway 26 to hold short of Runway 31. As a pilot you may accept such a clearance provided that you have determined that the aircraft can land and stop safely within the Available Landing Distance (ALD). When Lancaster is using LAHSO, it will be included on the ATIS and the ALD will be given. *The Pilot-in-Command has the final authority to accept or decline any Land and Hold Short clearance.*

We will only use LAHSO when landing Runway 26, during daylight operations, on a dry runway, with no tailwind component. **LAHSO will not be issued to student pilots flying solo**, so please advise the Tower on initial contact if this applies to you. There is 5,100 feet available for landing Runway 26 and holding short of Runway 31. The hold short point is clearly marked with appropriate signage.

#### **After Landing:**

- ◆ Exit the runway without delay at the first available taxiway, or on the taxiway as instructed by ATC. Pilots must not exit the landing runway onto another runway unless authorized by ATC. Pilots should not stop or reverse course on the runway without first obtaining ATC approval.
- ◆ Taxi clear of the runway unless otherwise directed by ATC. In the absence of ATC instructions, the pilot is expected to taxi clear of the landing runway by taxiing beyond the runway holding position markings associated with that runway, even if this requires the aircraft to protrude onto or cross another taxiway or ramp area.

- ◆ Once all parts of the aircraft have crossed the runway holding position markings, the pilot must hold unless further instructions have been issued by ATC.

## REVIEW:

- ✓ After you have landed, exit the runway at the first available taxiway.
- ✓ *Never stop on the runway* unless you are doing a Stop & Go.
- ✓ *Never make a 180 on the runway* without the Tower's permission.
- ✓ You *do not* need the Tower's permission to exit the runway.
- ✓ When you do exit, you will be told to contact Ground Control on 121.8 (or "point 8"). Pull *completely* past the double yellow hold short lines, *hold your position*, and contact Ground as quickly as possible. You should *never* taxi without a clearance from Ground Control.

Just like your initial call to Tower, make your first call to Ground Control "short and sweet". Tell the Ground Controller your full **call sign** using your type aircraft, your **position** on the field, and your **destination** on the airport.

*Example – "Lancaster Ground, Cessna 12345, clear of Runway 31 on Delta, to Alliance"*

If you are new to the airport or not familiar with the field, please ask for help. If your taxi route takes you across an active runway you will be given "*HOLD SHORT*" instructions.

## YOU MUST READ BACK ALL HOLD SHORT INSTRUCTIONS

\*\*\*\* FYI: The Tower Controller is not required to pass information to the Ground Controller. Please do not assume that the Ground Controller knows who you are or where you are\*\*\*\*

## TIME TO LEAVE:

Your departure routine is very similar to your arrival. First, get the current ATIS information. When you call Ground Control for taxi, tell us your **full call sign, aircraft type, parking location, direction of flight** on departure (if VFR), and the **ATIS code**. The Ground Controller will then give you taxi instructions.

There is a run-up area located at the approach end of Runway 31 on Taxiway Alpha. Please use this area as needed to conduct run-up or other pre-departure activities. Once you are ready to depart, taxi out of the run-up area to the hold short line for Runway 31 and call the Tower.

An aircraft is always expected to taxi to the end of the assigned runway unless prior approval for an intersection departure is received from Ground Control. When you have reached the hold short line for the runway, hold your position. When ready for departure switch to the Tower frequency. You **do not** need permission from Ground to contact the Tower.

Before you call the Tower, it is a good practice to scan the approach course for any traffic on final. If you see no traffic on final and you are ready, you can contact the tower on 120.9. When you contact the Tower, you will either be “CLEARED FOR TAKE OFF,” told to “HOLD SHORT,” or given “LINE UP AND WAIT.” When told to “HOLD SHORT,” you *must read back* the hold short instructions with your *callsign*. If you are “CLEARED FOR TAKE OFF,” you will also be given departure instructions i.e. turn right or left on course.

After you have been cleared for take off, you are expected to take the runway and depart **without delay**. We do not expect you to make your turn out prior to the departure end of the runway or make any unusual/unexpected maneuvers without the Tower’s permission.

We suggest you remain on the Tower frequency after your departure for the purpose of receiving traffic information. To reduce frequency congestion, pilots are reminded that **it is not necessary** to request permission to leave the Tower frequency once **outside** of the Class D surface area.

For those of you who would like flight following, we do not coordinate this. If you are departing to the east, we suggest you contact Reading Approach (RDG) on 125.15. Their airspace starts about 6 miles east of Lancaster Airport. If you are departing to the north, west, or south you should contact Harrisburg Approach (MDT) on frequency 126.45 or 124.1.

We would like to thank you for taking the time to read this guide. It is our hope that some of your questions have been answered. We realize that it is impossible to cover every scenario so if you ever have a question, please feel free to ask. If it is something we can answer for you over the frequency and traffic permits, we will or you can call the tower at (717) 569-2781. From all the controllers at the Lancaster Airport:

**HAVE A FINE LANCASTER AIRPORT  
DAY!**

*Note: Additional copies of this booklet are available from the Lancaster Tower. Contact Amy St. Pierre, ATM, at (717) 569-0004 or via email at [dan.m.myers@midwestatcs.com](mailto:dan.m.myers@midwestatcs.com).*