

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
DUPAGE ATCT  
2710 International Drive  
West Chicago, Illinois 60185  
(630)587-7800

ISSUED: July 1, 2011

EFFECTIVE: IMMEDIATELY

DUPAGE ATCT LETTER TO AIRMEN NO. 2011-1

**SUBJECT: GENERAL INFORMATION**

**CANCELLATION: JULY 31, 2013**

Over the last 2 ½ years your feedback has been vital in improving the operation and services we provide you. We have solved many issues and improved how we communicate with each other. As the airport continues to grow and change we need to continue our conversation on maintaining and improving aviation safety.

**PRACTICE APPROACHES:** We are not a radar facility and our letter of agreement with Chicago TRACON prohibits us from approving practice approaches. When you need to conduct practice approaches at DPA airport, contact Chicago TRACON or go to Rockford ATCT airspace.

**Flying the localizer inbound or outbound VFR: PLEASE DO NOT DO THIS ON YOUR OWN WITHOUT TELLING US FIRST. THIS IS NOT SAFE. We will do all we can to accommodate your request. We may be departing 28 or 20R.**

**If you wish to practice approaches on your own, please advise us of your intentions.** If possible, based on traffic and airport configuration, we will accommodate your request. We will provide normal VFR tower services, but will **not** clear you for the approach nor approve the operation. The decision to proceed is a pilot in command decision and your flight will remain VFR. **We cannot provide radar separation services to protect your procedure.**

**Tower Tours:** Yes, we are open for tours.

- You must be US citizen. No student visas or work permits.
- You must present a valid government approved photo identification.
- Space in the cab is limited. 5-7 people at a time are allowed in the cab.
- If your group is larger, let us know in advance so we can accommodate you.

**TFRs:** You are doing an excellent job on handling the VIP TFRs that occasionally occur. Please continue your current practices when these sensitive events occur. Thank you.

**Line Up and Wait:** There are times when we do not have the staffing to properly use this tool. So there will be times when we can not put you on the runway for a quicker departure.

**Initial Contact:** When calling tower give the following information.

- **TYPE OF AIRCRAFT**
- **FULL CALL SIGN**
- **POSITION** – Either on the field or in the air
- **INTENTIONS** – Direction of flight, type of pattern work, runway request
- **ATIS code**

### **Operating Safely at DPA**

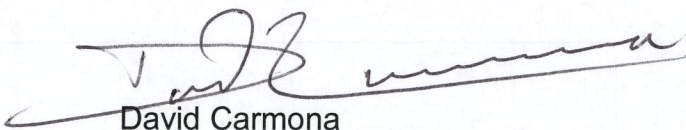
**DO:**

- **READ BACK ALL HOLD SHORT INSTRUCTION. THIS IS MANDATORY.**
- **READ BACK ALL LINE UP AND WAIT INSTRUCTIONS. THIS IS MANDATORY.**
- **READ BACK ALL RUNWAY ASSIGNMENTS. THIS IS MANDATORY.**
- Advise us if you need time on the runway before departure. When we clear you for take off we expect you to start your take off roll when lined up on the centerline.
- Have you transponder SQUAWKING Mode C. We are in the Mode C veil.
- Remain clear of Class B airspace laterally and vertically
- Listen to the ATIS before calling the tower outbound and inbound. **124.8**
- If you are following traffic, keep it in sight
- Maintain VFR at all times if operating VFR
- Listen to the frequency before calling the tower
- Ask if you're not sure about anything
- Stop if you are lost on the field and ask tower
- Coordinate landing long. We expect a normal touchdown and turn off
- Request and have approval for short approaches before executing

**DON'T:**

- Talk excessively on the radio. Keep it short and specific.
- Leave the frequency when in Class D airspace
- Make a short approach without coordinating and approval first.
- Fly the localizer inbound or outbound VFR without letting us know

Please continue to provide us feedback about how we are performing and what we can do to help you out. We all have a stake in maintaining and improving aviation safety.



David Carmona  
Manager, DuPage ATCT

**YOUR SAFETY IS OUR BUSINESS!**