

# Takeoff Tools™ Airport ATIS™ Instructions

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First of all, let me make one thing perfectly clear: you should **always** be able to copy down an ATIS (AWOS, ASOS, etc.) transmission **on a plain piece of paper**. If you aren't comfortable using a plain piece of paper, don't use the Airport ATIS form until you are.

Now that I've gotten that off my chest, **welcome to the Takeoff Tools Airport ATIS form!**

This form is designed to help improve your ability to recall the ATIS transmission you wrote down a few minutes ago. It can also help when you need to write down the transmission and show it to someone else (such as another pilot, or your flight instructor).

Each form can hold up to three ATIS transmissions: one for your departing airport, one for your arrival airport, and one more for whatever pops up. Need more than three? Use more than one form!

When using the Airport ATIS form, don't be afraid to write outside the lines. The margins are excellent places to write down notes that won't fit into the boxes.

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## How to Use

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The best way to instruct you in how to use the form is to show you some examples. Each example consists of the transcript of an ATIS or ASOS transmission, followed by a filled out form.

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### Example 1: "Plain Vanilla"

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*Martin tower information november, time one seven four five Zulu.*

*Wind, three one zero at four.*

*Visibility five, haze.*

*Sky condition, clear.*

*Temperature two zero, dew point one seven.*

*Altimeter two niner niner eight.*

*Runway three three in use, expect a visual approach.*

*On initial contact, advise information november.*

Airport: <i>MTN</i>	Info: <i>N</i>	Time: <i>1745 z</i>
Wind: <i>310 @ 4 G</i>	X:	Vis: <i>5 HZ</i>
<i>@ G</i>	X:	Vis:
<i>@ G</i>	X:	Vis:
Sky: <i>OVC BKN SCT FEW @</i>	CLR	<i>SKC</i>
<i>OVC BKN SCT FEW @</i>	CLR	<i>SKC</i>
<i>OVC BKN SCT FEW @</i>	CLR	<i>SKC</i>
Temp/Dew: <i>20 / 17</i>	Altimeter: <i>29.98</i>	
Expect Rwy → <i>33</i>		

## Example 2: “Crosswind Calculation”

In this example, the form is filled out in two phases. First, the AWOS transmission is copied. After the runway to use is decided upon (this is a non-towered field), the crosswind component is calculated and written down. The shaded values are the ones written down in the second phase.

*Ridgely airport. Automated weather observation. One eight three six Zulu.  
 Weather, wind, three two zero at one zero.  
 Visibility one zero.  
 Sky condition, clear below one two thousand.  
 Temperature two one Celsius.  
 Dew point eight.  
 Altimeter two niner niner seven.*

Airport: <i>Ridgely</i>	Info:	Time: <i>1 8 3 6</i>
Wind: <i>320 @ 10 G</i>	X: <i>3.4</i>	Vis: <i>1 0</i>
<i>@ G</i>	X:	Vis:
<i>@ G</i>	X:	Vis:
Sky: <i>OVC BKN SCT FEW @</i>	<i>(CLR)</i> SKC	
<i>OVC BKN SCT FEW @</i>	CLR SKC	
<i>OVC BKN SCT FEW @</i>	CLR SKC	
Temp/Dew: <i>21 / 8</i>	Altimeter: <i>2 9 9 7</i>	
Expect Rwy → <i>30</i>		

Notes:

- The full airport name was written down because the pilot couldn’t recall the three or four letter airport designation.
- Nothing was written in the “Info” box, because it’s an automated weather observation.
- This pilot doesn’t use a decimal point when writing down altimeter settings - not a problem since it’s not confusing.
- The pilot decided to use runway 30. The calculated crosswind component written down in the second phase (after the “X:”) was based on using that runway.
- Question: Do you know the difference between “CLR” and “SKC”?

I don’t know about you, but when I fly into a non-towered airport with automated weather reporting, I like to listen to two or three transmissions, each at least a couple of minutes apart. This gives me a better picture of the wind. If the subsequent transmissions report different winds, I write them down on the second and third lines in the wind section. For example:

Wind: <i>320 @ 10 G</i>	X: <i>3.4</i>	Vis: <i>1 0</i>
<i>310 @ 9 G</i>	X: <i>1.6</i>	Vis:
<i>340 @ 12 G</i>	X: <i>7.7</i>	Vis:

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### Example 3: “Hot-n-High”

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Jeffco airport information tango, one eight four five Zulu.

Wind two niner zero at six.

Visibility three five.

Few clouds at seven thousand.

Ceiling one two thousand broken.

Two zero thousand overcast.

Temperature two five - check density altitude.

Dew point Four.

Altimeter two niner seven eight.

Visual approach in use, landing and departing runways two niner right and two niner left.

Departures contact the tower after your runup is complete for departure sequence, then move to the hold line in assigned sequence.

Advise on initial contact that you have tango.

Airport: B J C	Info: T	Time: 1845 z
Wind: 290 @ 6 G	X:	Vis: 3 5
@ G	X:	Vis:
@ G	X:	Vis:
Sky: OVC BKN SCT (FEW) @ 7 K	CLR SKC	
OVC (BKN) SCT FEW @ 12 K	CLR SKC	
(OVC) BKN SCT FEW @ 20 K	CLR SKC	
Temp / Dew: 25 / 4	Altimeter: 2 9 . 7 8	
Expect Rwy → 29R 29L	check Dens Alt = 8223	

contact twr after runup & before moving up

#### Notes:

- This pilot uses the letter “K” as a substitute for “thousand.” Thus, “7K” means “7,000”.
- The after-runup instructions were written in the margin outside of the box.
- The density altitude was calculated and written down after the transmission was copied. (This pilot must have an electronic aviation calculator on board in order to be able to calculate such a precise density altitude.)

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### Example 4: "Mile High Wind"

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Denver International Airport arrival information bravo. One seven five three Zulu.

Wind two eight zero at one seven, gust two two.

Visibility one zero.

Few clouds at eight thousand, one five thousand scattered, ceiling two zero thousand broken.

Temperature two three, dew point minus one.

Altimeter two niner eight six.

Remarks, altocumulus standing lenticular in the distant southwest northwest.

Expect visual approach runway three four right, runway three five right.

Notices to airmen, runway one seven right, three five left closed.

Falcon vortac out of service.

Advise on initial contact you have information bravo.

Airport: den	Info: Z	Time: 1753z
Wind: 280 @ 17 G 22 X: 16 G 21	Vis: 10	
@ G X:	Vis:	
@ G X:	Vis:	
Sky: OVC BKN SCT (FEW) @ 8000	CLR SKC	
OVC BKN (SCT) FEW @ 15,000	CLR SKC	
OVC (BKN) SCT FEW @ 20,000	CLR SKC	
Temp/Dew: 23 / -1	Altimeter: 2986	
Expect Rwy → 34R 35R	ACSL dist. SW-NW!	

rwyt 17R, 35L clsd. FQF VOR ots. DA = 7600

#### Notes:

- This savvy pilot calculated and wrote down the density altitude (about 7600 feet) without being prompted by the transmission.
- The pilot calculated the crosswind values based on runway 35. Although the two runways might actually be parallel, a runway heading of 350 degrees yields the worst results (better safe than sorry).
- The calculated crosswind and crosswind gust values are a bit steep! At least for the planes I fly!