



# **CHICAGO EXECUTIVE AIRPORT (PWK)**

## **PILOT INFORMATION**

Updated: 02/27/2023

**PWK Tower Administrative Office**

**Business Phone 847-229-6000**

**Open 0800L to 1630L – Monday through Friday**



**Federal Aviation  
Administration**

## Introduction

The purpose of this document is to supplement the From the Flight Deck Videos that are produced by the FAA Runway Safety Group. Here you will also find information provided by the local air traffic controllers at the airport where you intend to fly.

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## IMPORTANT NOTICE

The information in this facility supplement is subject to change. Not for navigation or legal\* pre-flight action. Always refer to official pre-flight materials such as, but not limited to, NOTAMs, airport diagrams, VFR charts and airport construction notices for the latest airport-specific details.

### General Links

Here are some links to current FAA information.

- [Aeronautical Information Services](#)
- [Airport Construction](#)
- [Airport Diagram](#)
- [Chart Supplement](#)
- [From the Flight Deck Videos](#)
- [Hot Spots](#)
- [NOTAMS](#)
- [VFR Charts](#)

### Some Advisory Circulars for Reference

- ❖ [AC 90-66B Non-Towered Airport Flight Operations \(faa.gov\)](#) Subject: Non-Towered Airport Flight Operations – 2/25/19
- ❖ [AC 91-73B \(faa.gov\)](#) Subject: Parts 91 and 135 Single Pilot, Flight School Procedures During Taxi Operations – 7/30/12
- ❖ [AC 91-92 \(faa.gov\)](#) Subject: Pilot's Guide to a Preflight Briefing - 3/15/21
- ❖ [AC 90-48 \(faa.gov\)](#) Subject: Pilots' Role in Collision Avoidance – 10/20/22

## PWK Specific Section

Chicago Executive Airport (PWK) is a medium sized, primarily business and general aviation airport located seven miles north of Chicago O'Hare International Airport. Pilots should be aware that it has its own Class Delta airspace, which underlies the Class Bravo airspace around O'Hare. Due to the airspace design and the proximity to O'Hare, all IFR approaches conducted to Chicago Executive are to runway one six, circle to land if necessary.

### 1. From the Flight Deck (FTFD) Video Notes

- PWK is in Class D airspace which underlies ORD Class B airspace.
- Due to airspace design and proximity to ORD, all IFR approaches to PWK are to RWY 16 with circle to land if necessary.
- Pay close attention to IFR cancellation instructions on the ATIS.
- VFR arrivals from the north are asked to remain west of the railroad tracks that parallel RWY 16/34 located just west of the airport.
- PWK consists of three intersecting RWYs that intersect in two spots on each RWY.
- All RWYs intersect at the south end of the airport.
- 3 FBOs and numerous private hangars and businesses are located around the perimeter of the airport.
- When landing to the north a wrong surface landing exists because pilots will confuse RWYs 30 and 34 because they may line up on the first runway that they see.
- RWY 34 and RWY 30 are almost the same length but RWY 34 is twice as wide.
- HS 1, is a large expanse of concrete located at the intersection of TWY K, C, E and RWY 06/24. There is the risk of missing the Hold Short Line for RWY 06/24 at this intersection.
- At HS-2, the RWY 06/24 Hold Short Line is located in a way that aircraft, on TWY D, may have to stop prior to making the turn onto TWY L.
- When in doubt, hold short and ask ATC.
- In some cases, the hold short line is at the edge of the ramp. Pilots must have the proper clearance prior to exiting the ramp area.
- When proceeding from the parking area between RWY 24 and RWY 30 (on the east side of the airport), pilots must be aware that when taxiing to RWY 24 via TWY B, the Hold Short Line is located well back from the approach end of RWY 24 to protect aircraft on final approach to that RWY. This is due to the angle between TWY B and RWY 24. For clarity, refer to the airport diagram.

## 2. Airspace

The airspace at PWK is Class D with a ceiling up to but not including 3000'MSL. PWK underlies Chicago Class B airspace. (Refer to Sectional Chart)

### Class D Airspace Requirements (CFR §91.129 and AIM 3-1-4; 3-2-5):

- Visibility 3 statute miles
- Distance from Clouds 500 feet below | 1,000 feet above | 2,000 feet horizontal
- Communications Establish communications (controller response)
- Pilot No special certification required
- Equipment Two-way radio

### Class B Airspace Requirements (CFR §91.131 and AIM 3-1-4; 3-2-3)

- Visibility 3 statute miles
- Distance from Clouds Clear of clouds
- Communications Must obtain ATC clearance prior to entering/departing
- Pilot Private Pilot Certificate (see AIM for alt requirements)
- Equipment Two-way radio, operable transponder with automatic altitude reporting and ADS-B Out

## 3. Cautions

### Hot Spots

**HS 1** TWY E, TWY K, and TWY C complex intersection in close proximity of RWYs.

**HS 2** TWY intersection in close proximity of RWY 06.

### Departure

- ✓ Verify proper heading prior to starting takeoff roll on all intersection departures.

### Landing

- ✓ Wrong surface landing risk.
- ✓ 1900ft Bravo Airspace shelves when circling to RWY 34.
- ✓ Please use all available resources to verify that you are lined up for the surface that you have been cleared to land on. If you are unsure, ask the controller for assistance.

### Surface Risk – Movement Area

#### Additional Cautions

- ✓ If ever in doubt about your position or your instructions, ask the TWR.

## 4. Communications

**PWK Tower (TWR) operates from:**

**0600L-2200L M-F, 0700L-2200L Sat/Sun.**

When TWR is closed:

- ✓ The airspace becomes Class E
- ✓ Use CTAF 119.9
- ✓ IFR Clearances are obtained from Chicago Approach on 124.7
- ✓ All IFR plans issued by tower are void at the time of tower closing.
- ✓ Use CTAF to control Runway lighting when TWR is closed.

## 5. From the PWK Control Tower

**Local Information that your PWK TWR controllers want you to know.**

### **General**

- ✓ Please be prepared for an imminent departure if/when you are placed in "lineup-and-wait".

### **Traffic Patterns**

- ✓ When making right traffic on RWY 16, use caution for the Class Bravo airspace when in the right crosswind.

### **Ground**

- ✓ Taxiway Delta terminates at Taxiway Alpha in the southbound direction. Pilots should use caution not to miss Taxiway Alpha as the pavement continues on and becomes a service road.
- ✓ If ever in doubt about your position or your instructions, ask the TWR.
- ✓ Please ensure you are ready to begin taxi after receiving instructions due to limited taxi routes and multiple runway crossings.

### **Takeoff/Departure**

- ✓ When departing runway 16, be prepared to begin your initial turn within 1/2 mile of the departure end of the runway to avoid ORD's Class Bravo airspace.

### **Arrival/Landing**

- ✓ Please use all available resources to verify that you are lined up for the surface that you have been cleared to land on. If you are unsure, ask the controller for assistance.

**Avoidance Areas**

- ✓ VFR departures exiting the airspace to the North or Northwest should avoid the final approach for Runway 16 by executing the turn when altitude/safety permits.

**End of PWK Specific Section**



## General Information Section

### 1. Some Best Practices

#### Do:

- ✓ Refer to the airfield diagram and/or airport moving map while stopped and/or prior to taxiing.
- ✓ Keep your eyes outside to observe traffic, potential threats and airport signs and markings.
- ✓ Ask the controller to repeat instructions and clearances if you are not sure.
- ✓ Ask for progressive taxi instructions if you are unfamiliar or have lost situational awareness.
- ✓ Taxi your aircraft to the side of the run-up area to allow other aircraft to taxi around you if you are not ready for departure.
- ✓ Advise TWR on initial contact (ground or air) if you are a student pilot.
- ✓ Using runway and/or taxiway designators to describe your position, and turning on exterior lights will assist the controller in identifying you.
- ✓ Acknowledge all ATC instructions and read back all hold short restrictions with your call sign.
- ✓ Always make sure that your aircraft is completely behind all hold-short lines.
- ✓ Advise GND/TWR if you want an intersection departure and wait for TWR clearance to take off. There may be a delay due to wake turbulence or traffic.
- ✓ When using any RWY, verify mag heading and look for the white markings to avoid a wrong surface event.
- ✓ Consider backing up a visual approach with an underlying instrument (ILS/LOC/GPS) approach if time and workload allows.
- ✓ Remember that you must have a clearance to cross all RWYs, active and not active.
- ✓ Use caution when taxiing smaller aircraft/helicopters in the vicinity of larger aircraft/helicopters. Controllers may use the words rotor wash, jet blast, or prop wash when issuing cautionary advisories. A general rule of thumb is 100 feet behind a jet aircraft.
- ✓ Reference GPS User Waypoint, or if available, the assigned runway's instrument approach. If unsure that you are aligned for the assigned runway, announce going around and why.
- ✓ Verify proper heading prior to starting takeoff roll on all departures. Consider checking and calling out, Wet compass, runway heading, runway paint/signage for departure runway, and directional gyro shows runway heading.

#### Do Not:

- ✓ Do not taxi on your own without obtaining taxi instructions from ATC.
- ✓ Do not cross an active RWY without specific controller permission to cross that RWY.
- ✓ Do not use a RWY as a turn-off during landing unless cleared to do so by TWR.
- ✓ Do not wait until you are ready for departure to request an IFR clearance. Making your request to clearance delivery or ground control prior to taxiing will allow time for ATC coordination.
- ✓ Do not, on departure, leave TWR frequency while still in TWR airspace unless previously approved. (Note: frequency change outside of TWR airspace is at pilot's discretion.)

### 2. Lost Communications Tips (Additional information in the Aeronautical Information Manual (AIM) Chapter 6 - Section 4)

- ✓ Squawk **Transponder Code 7600** if you experience loss of two-way radio capability.
- ✓ If you can hear other aircraft but nobody responds to your calls then you should check for proper



frequency selection, popped circuit breaker, radio panel setup, or an improperly hooked up intercom.

- ✓ Weak batteries in intercoms are often the cause of “radio failure”. Your emergency checklist may come in handy for checking other areas specific to your aircraft.
- ✓ If you can’t hear anything on the receiver, check the volume control, squelch, intercom, circuit breaker, or a stuck mike.
- ✓ After you have determined the extent of the radio failure, you can determine how to communicate with the ATC.

### 3. Emergencies

- ✓ Each pilot in command who (though not deviating from a rule of this subpart) is given priority by ATC in an emergency and shall submit a detailed report of that emergency within 48 hours to the manager of that ATC facility, if requested by ATC. Ref: CFR §91.123 (d)
- ✓ It is extremely rare that a pilot is asked to justify declaring an emergency. In most cases, when a report is needed, it can usually be accomplished with a phone call.
- ✓ Additional information is also found in the AIM in Chapter 6 – Emergency Procedures

### 4. Special VFR (AIM 4-4-6)

- ✓ Special VFR is primarily intended to offer pilots a way to operate into, out of, and through tower controlled airspace when local weather restricts the visibility or ceiling to below VFR minimums.
- ✓ There are times, for instance, when visibility is below three miles due to ground fog or the ceiling is below 1000 feet AGL due to a cold front passage, it may be advantageous to use the Special VFR rules to be able to get to VFR conditions.
- ✓ There are rules and conditions that apply to Special VFR and the one that controllers deal with the most often is the requirement that the pilot must request the clearance. We cannot offer it, as we cannot determine your abilities as a pilot and have no wish to talk you into accepting a clearance that may be beyond your experience level.

#### **The basic requirements for Special VFR are:**

- The clearance must be requested by the pilot.
- If it is after sunset and before sunrise the pilot requesting the clearance must be IFR rated and the aircraft must be certified for IFR flight.
- A minimum of 1 mile visibility must exist as reported by the tower.

#### **What you may do with a Special VFR clearance:**

- You may depart for another destination
- You may transition
- You may enter and land
- You may do touch and go landings

**End of General Section**