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**SUBJ: PUB ATCT Standard Operating Procedures**

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This document establishes the Pueblo Airport Traffic Control Tower (PUB ATCT) Standard Operating Procedures within the Denver ARTCC on VATSIM (vZDV). Controllers are required to be familiar with the provisions of this document and to exercise their best judgment if they encounter situations not covered by it. The provisions and procedures described herein are supplemental to vZDV Facility Policy and FAA Order JO 7110.65.

The information contained herein is to be used for flight simulation purposes only on the VATSIM network. It is not intended, nor should it be used for real-world navigation. The Virtual Denver ARTCC is not affiliated with the FAA, the actual Denver ARTCC, or any governing aviation body.

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## Record of Changes

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*Not for real world use.*

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## **Chapter 1 - Introduction**

### **1-1. Purpose**

This document establishes the Pueblo Airport Traffic Control Tower (PUB ATCT) Standard Operating Procedures within the Denver ARTCC on VATSIM (vZDV).

### **1-2. Audience**

All vZDV controllers and visitors contained within the vZDV and VATUSA roster.

### **1-3. Distribution**

This document is authorized for unrestricted use and release and is available in the Resources Section of the vZDV Website.

### **1-4. Cancellation**

This document cancels PUB SOP, effective July 25, 2018.

## Chapter 2 - Positions Table

Table 1. Pueblo ATCT Operational Positions Table

<b>Position</b>	<b>Radio Name</b>	<b>Callsign</b>	<b>Relief</b>	<b>STARS Symbol</b>	<b>Frequency</b>
Delivery	Pueblo Clearance	PUB_DEL	1	6C	120.900
Ground	Pueblo Ground	PUB_GND	1	6G	121.900
<b>South Tower</b>	<b>Pueblo Tower</b>	<b>PUB_S_TWR</b>	<b>1S</b>	<b>6ST</b>	<b>119.100</b>
North Tower	Pueblo Tower	PUB_N_TWR	1N	6NT	123.675

**Bold** designates a primary position.

## Chapter 3 - Clearance Delivery

### 3-1. Responsibilities

- a. Issue ATC clearances to all departing IFR aircraft at Pueblo Memorial Airport (PUB).
- b. Create VFR flight plans for departing VFR aircraft requesting flight following.

### 3-2. IFR Departure Instructions

- a. IFR departures shall be routed in accordance with the following procedures.
  - i. Unless otherwise coordinated with Denver TRACON (D01), all aircraft shall be assigned the Canyon departure procedure (CANYN#).

**EXAMPLE-**

*“Cleared to Denver Airport via Canyon four departure, radar vectors to join victor three eighty-nine, then as filed.”*

- ii. All routes assigned to aircraft must be checked to ensure they are in compliance with published Letter of Agreement (LOA) documents and published preferred routes. Any aircraft that is not in compliance shall be amended as necessary.
    1. Aircraft unable to accept amended routing shall be coordinated with any appropriate overlying controller.
- b. IFR departures shall be instructed to maintain 7,000 and to expect filed altitude 10 minutes after departure or maintain filed altitude if lower than 7,000.

### 3-3. VFR Departure Instructions

- a. VFR departures requesting flight following shall be coordinated with D01.
  - i. If D01 approves flight following, aircraft shall be issued a departure frequency and discrete beacon code prior to being switched to Ground Control.
- b. When flight following is approved, Clearance Delivery shall fill out VFR flight plans for those aircraft requesting flight following including, at a minimum, the following elements:
  - i. Aircraft type
  - ii. Destination airport and/or direction of flight
  - iii. An indication that flight following has been assigned/approved.
    1. This may be accomplished with the assignment of a discrete beacon code.

## Chapter 4 - Ground Control

### 4-1. Responsibilities

- a. Issue taxi instructions to all aircraft on all movement areas not controlled by Local Control.
- b. Create VFR flight plans for departing VFR aircraft not requesting flight following.

### 4-2. Area of Responsibility

- a. Ground Control has control of Taxiways A, C, and D. Ground Control also has control of Taxiway B east of Taxiway B1 and west of Taxiway B7.

### 4-3. VFR Departures

- a. VFR departures not requesting flight following shall be given taxi instructions to the active runway.
- b. Ground Control is responsible for filling out a VFR flight plan including, at a minimum, the following elements:
  - i. Aircraft type
  - ii. Destination airport and/or direction of flight

### 4-4. Runway 17/35 Operations

- a. Local Control will notify Ground Control when Runway 17/35 becomes active or inactive.
- b. When Runway 17/35 is inactive, the following shall apply:
  - i. Ground Control may clear aircraft to cross Runway 17/35 at Taxiways A, B, and C1/D without coordination.
    1. Ground Control must ensure aircraft taxiing on Taxiway B do not conflict with aircraft exiting Runway 17/35 from Runway 8L/26R.
  - ii. Ground Control must coordinate with the appropriate Local Control prior to taxiing aircraft to Runway 35.
- c. When Runway 17/35 is active, the following shall apply:
  - i. Ground Control shall coordinate all runway crossings with the appropriate Local Control unless Runway 17 LAHSOs are in use.
    1. When Runway 17 LAHSOs are in use, Ground Control may clear aircraft to cross Runway 17/35 at Taxiways A, B, and C1/D without coordination.

### 4-5. ATIS

- a. Ground Control shall ensure all aircraft have the current ATIS information prior to communications transfer to Local Control.

## Chapter 5 - Local Control

### 5-1. Responsibilities

- a. Determine the appropriate runway configuration in accordance with paragraph 5-3.
- b. Sequence and separate departures and arrivals.
- c. Issue clearances to departing and arriving aircraft.
- d. Obtain departure releases for aircraft who do not qualify for automatic release.
- e. Issue taxi instructions to all aircraft on movement areas not controlled by Ground Control.

### 5-2. Area of Responsibility

- a. Local Control has control of the Pueblo Class D airspace, which is defined as the airspace extending upwards from the surface up to 7,200 feet MSL within a 5.1 nautical mile radius of the defined coordinates for Pueblo Memorial Airport.
- b. Local Control has control of Runways 8L/26R, 8R/26L, and 17/35. Local Control also has control of Taxiway A connectors, Taxiway B1, and Taxiway B7.

### 5-3. Runway Selection

- a. Land East
  - i. Magnetic wind is 350° clockwise to 179° at any velocity.
  - ii. Unless otherwise coordinated, primary IFR operations on Runway 8R.
  - iii. Landing and departing Runways 8L and 8R.
  - iv. Runway 17/35 may be used if an operational necessity exists.
    1. When Runway 17/35's status is changed, Local Control must notify Ground Control.
- b. Land West
  - i. Magnetic wind is 180° clockwise to 349° at any velocity.
  - ii. Unless otherwise coordinated, primary IFR operations on Runway 26L.
  - iii. Landing and departing Runways 26L and 26R.
  - iv. Runway 17/35 may be used if an operational necessity exists.
    1. When Runway 17/35's status is changed, Local Control must notify Ground Control.

### 5-4. Split Tower Operations

- a. When both Local Control positions are staffed, Local Control South shall have control of the following:
  - i. The airspace extending upwards from the surface up to 7,200 feet MSL from the edge of the Pueblo Class D airspace south of a line between and parallel to Runway 8L/26R and Runway 8R/26L. See Appendix A.
  - ii. Runway 8R/26L
- b. Local Control North shall have control of the following:
  - i. The airspace extending upwards from the surface up to 7,200 feet MSL from the edge of the Pueblo Class D airspace north of a line between and parallel to Runway 8L/26R and Runway 8R/26L. See Appendix A.



- ii. Runway 8L/26R
- iii. Runway 17/35
- iv. Taxiways B1 and B7

#### **5-5. Use of Radar**

- a. Local Control is authorized to provide basic radar separation minima to IFR aircraft utilizing the specific radar functions listed in Section 5-8 of FAA JO 7110.65 within the Pueblo Class D airspace for the following operations:
  - i. Successive or simultaneous IFR/SVFR departures.
  - ii. IFR/SVFR arrivals and IFR/SVFR departures.
  - iii. IFR departures and VFR practice approach aircraft.
- b. Local Control shall Quick-Look the D01 PR position (or other appropriate overlying controller).

#### **5-6. Land and Hold Short Operations (LAHSOs)**

- a. LAHSOs are authorized on the following runways:
  - i. Runway 17 - Available Landing Distance 4,700 feet
  - ii. Runway 26L - Available Landing Distance 8,300 feet
- b. LAHSOs shall not be conducted if any of the following criteria are met:
  - i. The time of day is before sunrise or after sunset.
  - ii. The official METAR indicates weather to be below VFR minimums.
  - iii. Any tailwind component exists on the hold short runway.
  - iv. Windshear advisories are in effect.
  - v. The hold short aircraft is non-GA.
- c. When LAHSOs are in effect, the following must take place:
  - i. The pilot landing on the hold short runway must read back the LAHSO clearance.
  - ii. If applicable, traffic information must be exchanged between participating aircraft.
  - iii. Local Control North shall notify Local Control South and Ground Control when Runway 17 LAHSOs are in use.

#### **NOTE-**

*When Runway 17 LAHSOs are in use, Ground Control may clear aircraft to cross Runway 17/35 at Taxiways A, B, and C1/D without coordination.*

#### **5-7. Automatic Departure Releases**

- a. IFR departures may be released for departure without coordination if all of the following criteria are met:
  - i. Aircraft is departing from the primary IFR runway as outlined in paragraph 5-3.
  - ii. Aircraft is assigned one of the following headings:
    - 1. Runway 8L/8R - 060° clockwise to 100°
    - 2. Runway 26L/26R - 240° clockwise to 275°
    - 3. Runway 17 - 150° clockwise to 190°
    - 4. Runway 35 - 020° clockwise to 040°

**NOTE-**

*Although aircraft on any of the above headings may be automatically released, Local Control must notify the appropriate radar controller if the aircraft is assigned a heading different from the departure runway heading (or heading 020° when departing Runway 35).*

- b. IFR departure aircraft who do not meet the above criteria must be coordinated verbally for release.

**5-8. Practice Approaches**

- a. Unless otherwise coordinated with D01, VFR practice approach aircraft shall not be provided IFR separation within Local Control airspace.
- b. IFR practice approach aircraft shall be instructed to fly runway heading and maintain 7,000 prior to communications transfer to D01.

**5-9. ATIS**

- a. When LAHSOs are in effect, include the following statement on the ATIS:
  - i. "LAND AND HOLD SHORT OPERATIONS IN EFFECT."
- b. When the outside air temperature is 23°C or greater, include the following statement on the ATIS after reading the temperature but before reading the dew point:
  - i. "CHECK DENSITY ALTITUDE."

## Appendix A. Local Control Airspace

