# LETTER OF AGREEMENT

EFFECTIVE: April 5, 2026

**SUBJECT: Coordination Procedures**

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**1. PURPOSE:** This Letter of Agreement establishes procedures for handling air traffic between Denver Terminal Radar Approach Control (D01) and Pueblo Airport Traffic Control Tower (PUB ATCT).

**2. CANCELLATION:** The Letter of Agreement between D01 TRACON and PUB ATCT, dated May 31, 2023, is canceled.

**3. SCOPE:** To establish standard operating procedures for the coordination and control of aircraft between D01 TRACON and PUB ATCT on the VATSIM network. This letter of agreement is 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.

**4. RESPONSIBILITIES:** All controllers staffing (or controlling overlying airspace containing) D01 TRACON Pueblo Radar (PR) and/or PUB ATCT positions are required to be familiar with the provisions of this document.

**5. DEFINITIONS:** Pueblo Memorial Airport (PUB) Class D airspace 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 PUB.

**6. GENERAL PROCEDURES:**

a. PUB ATCT assumes responsibility for the separation of the following within PUB Class D airspace:

   (1) Successive IFR departures.

   (2) IFR arrivals and IFR departures.

b. PUB ATCT has the authority to apply visual separation within PUB Class D airspace between:

   (1) Any IFR/SVFR arrivals and/or departures.

   (2) Aircraft conducting missed approaches and IFR arrivals and/or departures.

c. PUB ATCT may conduct SVFR operations within PUB Class D airspace at or below 6,500 feet MSL. PUB ATCT is responsible for the separation of SVFR traffic from IFR traffic.

d. PUB ATCT Local Control (LC) shall Quick-Look the PR position.

e. Unless otherwise coordinated, the following shall apply to Visual Flight Rules (VFR) practice approach aircraft:

(1) No separation services will be provided.

(2) PUB ATCT shall instruct aircraft to contact D01 after resolving conflicts within PUB Class D airspace.

f. Automated Terminal Information Service (ATIS) and Weather:

(1) Tower shall:

(a) Advise D01 prior to changing the active runway(s).

(b) Advise D01 when conditions increase to or decrease below VFR minimums.

(c) Advise D01 when the reported ceiling changes to a value at or above, or to a value below 2,300 feet AGL.

(d) Normally advertise ILS approaches when the ceiling is below 2,300 feet AGL.

(e) Normally, advertise visual approaches when the ceiling is at or above 2,300 feet AGL.

(f) Keep D01 updated with the most recent ATIS information.

**7. ARRIVAL PROCEDURES:**

a. D01 shall:

(1) Ensure all PUB IFR arrival aircraft and VFR arrival aircraft that are provided radar services are tracked, type aircraft is displayed in the full data block, and scratchpads are used in accordance with *Scratchpad Entry - 7210.4.*

(2) Verbally coordinate the following:

(a) Aircraft planning to execute a missed approach.

(b) Aircraft maintaining visual separation with a previous arrival.

(c) Aircraft requesting instrument approaches to a non-advertised runway.

(3) Position IFR aircraft conducting a visual approach within the visual approach corridor (see Attachment 1) and:

(a) Landing East - Ensure aircraft turn final at or west of OKDEE.

(b) Landing West - Ensure aircraft turn final at or east of JIKTA.

(c) Landing North/South - Ensure aircraft turn final outside of PUB Class D.

***EXCEPTION-***
*When coordinated with LC, visual approach aircraft may proceed direct to the airport.*

(4) Transfer communications on all aircraft between 6 and 15 flying miles from the airport.

b. PUB ATCT shall:

(1) Advise D01 when an IFR aircraft executes an unplanned missed approach. Unless otherwise coordinated, LC will issue runway heading, maintain 7,000, and transfer communications to D01 within 4 NM of the departure end of the runway.

***EXCEPTION-***
*LC will issue the published missed approach for Runway 35.*

(2) If an aircraft conducting a visual approach executes a missed approach and LC elects to keep the aircraft in the pattern, they assume responsibility for separation from other IFR arrivals and departures.

(3) For aircraft cleared for a visual approach, assume control on contact for turns toward the airport. Coordinate with D01 prior to assigning a runway not aligned with the active runway. For example, aircraft inbound to Runway 8R may be assigned Runway 8L without coordination.

(4) Assign climb-out instructions to IFR practice approach aircraft. Unless otherwise coordinated, LC will issue runway heading (published missed approach for Runway 35), maintain 7,000, and contact D01.

**8. DEPARTURE PROCEDURES:**

a. D01 shall:

(1) Not turn departing IFR aircraft until the aircraft is above 6,600 feet.

(2) Verbally release IFR departures when automatic releases cannot be accomplished.

b. PUB ATCT shall:

(1) Coordinate the active IFR departure runway.

(2) Issue the following to all IFR departures, unless otherwise coordinated:

(a) Canyon departure procedure (CANYN#).

(b) Maintain 7,000 feet with instructions to expect filed altitude 10 minutes after departure.

(3) Make altitude amendments for aircraft who will enter Colorado Springs TRACON (COS) airspace after departure in accordance with the following:

(a) Aircraft landing KCOS - 9,000 feet.

(b) Transiting aircraft with filed true airspeed 210 knots or less - 10,000 feet.

(c) Transiting aircraft other than jets with a filed true airspeed greater than 210 knots - 11,000 feet.

(d) Transiting jet aircraft landing Denver terminal area satellite airports - 12,000 feet.

(e) Transiting jet aircraft landing KDEN - 15,000 feet if filed lower then 15,000 feet MSL

(4) Verbally notify D01 when departing IFR aircraft are assigned any heading that differs from the runway heading (or heading 020° when departing Runway 35).

(5) Verbally coordinate departure releases if any of the following criteria are met:

(a) Departing aircraft is issued a heading outside of the following ranges:

(i) Runway 8L/8R - 060° clockwise to 100°

(ii) Runway 26L/26R - 240° clockwise to 275°

(iii) Runway 17 - 150° clockwise to 190°

(iv) Runway 35 - 020° clockwise to 040°

(b) Departing aircraft is departing from a runway other than the active IFR runway.

(6) Ensure departures are airborne within 4 minutes of the time of release when a departure release is acquired.

(7) Release control for turns on departing aircraft above 6,600 feet.

(8) Transfer communications to D01 within 4 NM of the airport.

**9. ATTACHMENTS:**

a. Attachment 1: PUB Visual Approach Corridors.
b. Attachment 2: PUB ATCT Airspace

**10. APPROVED:**

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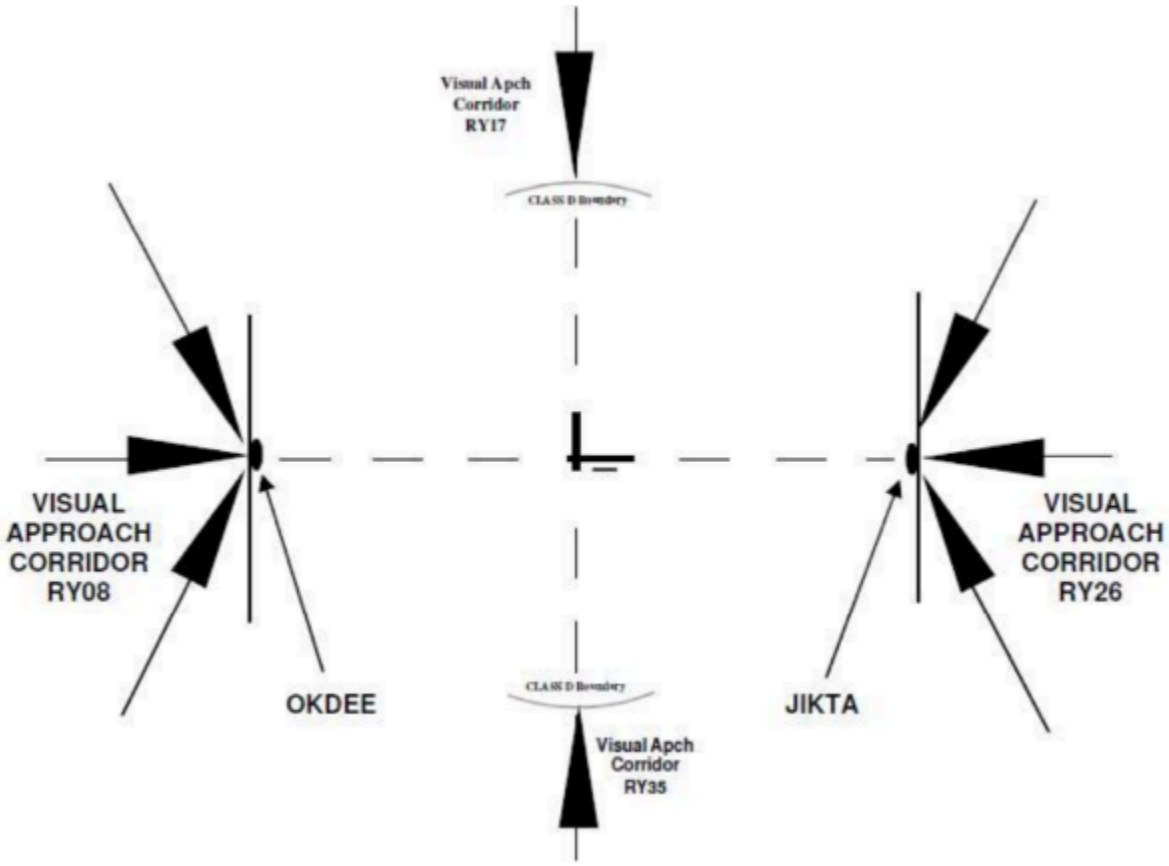
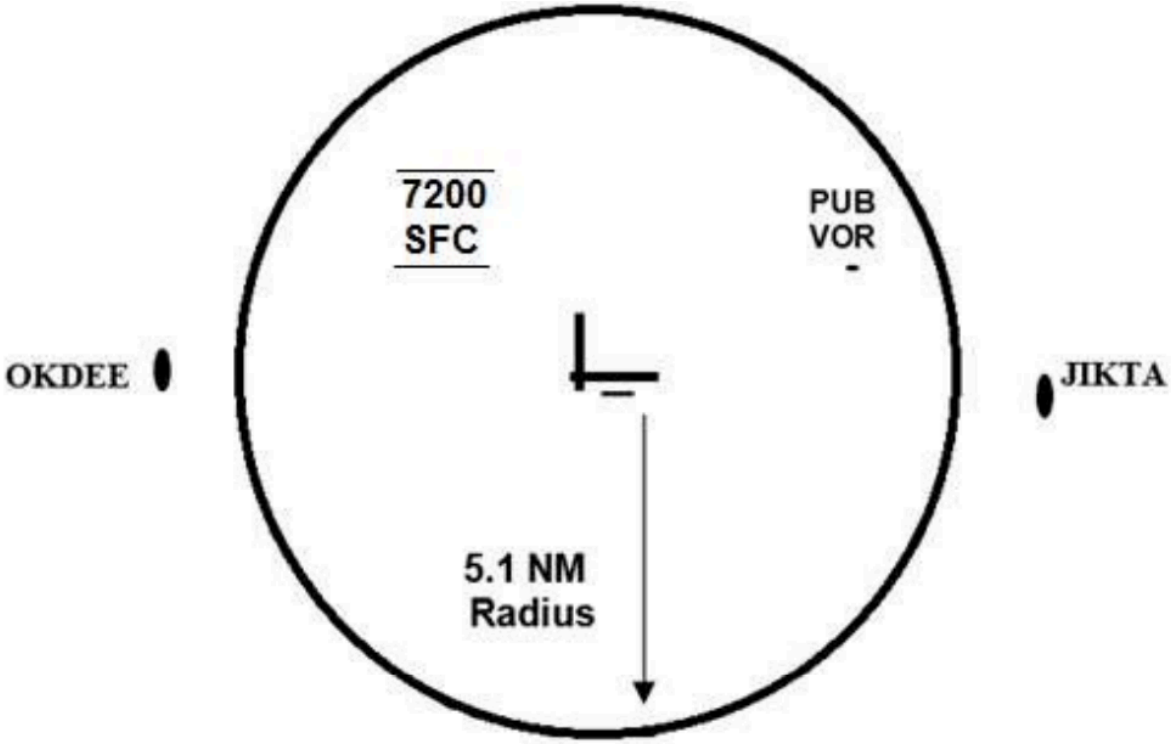
**Attachment 1. PUB Visual Approach Corridors**



**Attachment 2. PUB ATCT Airspace**