

PEDESTRIAN AND DRIVER SAFETY MANUAL



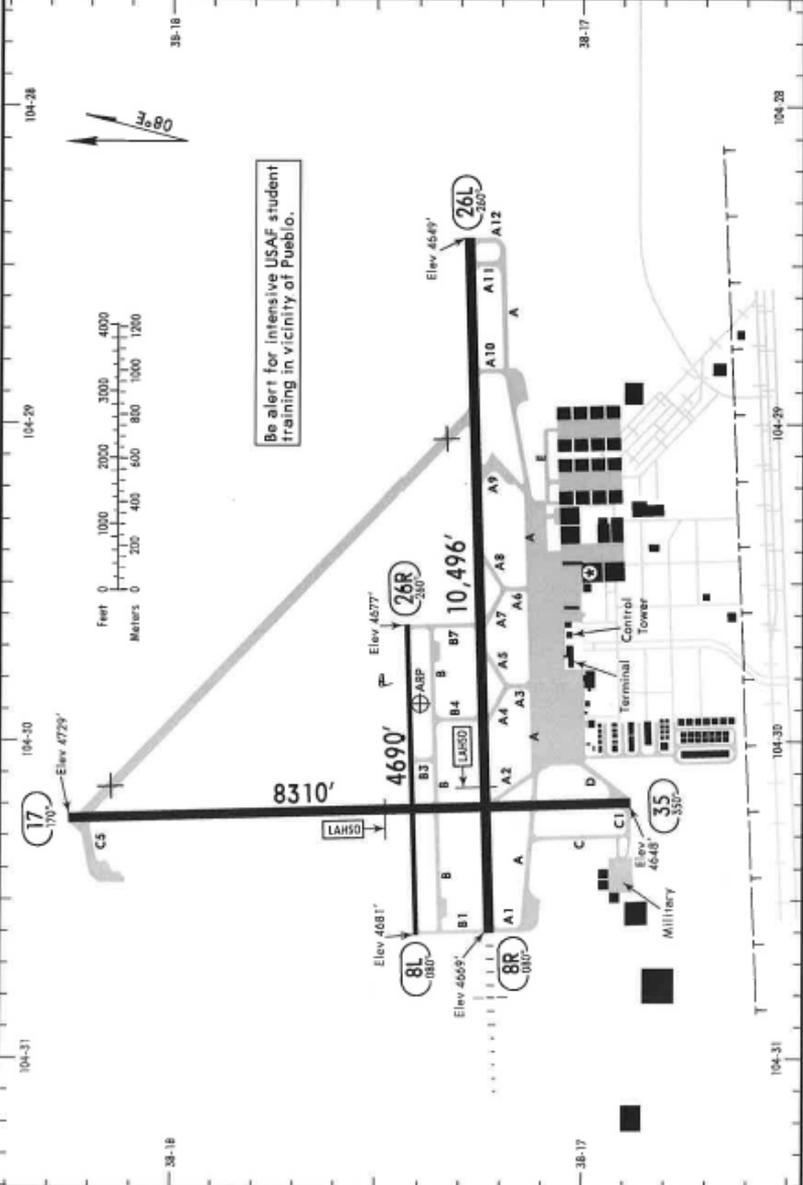
PUEBLO MEMORIAL AIRPORT (PUB)

KPUB/PUB
 Apt Elev 4729'
 N38 17.4 W104 29.9

JEPPESSEN
 2 AUG 13 (10-9)

PUEBLO, COLO
PUEBLO MEML

ATIS (ASOS when Twr Inop.)	*PUEBLO Clearance	*Ground	*Tower
125.25	120.9	121.9	CTAF 119.1
UNICOM 122.95	*DENVER Departure (R)		DENVER Center (R)
	120.1		128.37 when Dep Inop.



Be alert for intensive USAF student training in vicinity of Pueblo.

CHANGES: LAHSO, Rwy 8R/26L length, taxiways modified.

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PEDESTRIAN AND DRIVER SAFETY MANUAL

PEDESTRIAN AND GROUND VEHICLE OPERATING PROCEDURES AT PUEBLO MEMORIAL AIRPORT (PUB)

Introduction

The overall responsibility for pedestrian and vehicle operations on the airport rests with the Department of Aviation for the City of Pueblo. In accordance with the Federal Aviation Administration (FAA), Federal Aviation Regulation Part 139 (Sec. 139.329) mandates that all Airport Operators, under this part, ensure that each person who has access to the Air Operations Area (AOA) be familiar with the Airport's pedestrian and vehicle operating procedures.

To ensure the highest levels of safety and security for the common welfare of the general public in a post 9/11 world, Pueblo Memorial Airport has established standard operating procedures in accordance with the Code of Federal Regulations as required by the FAA and Transportation Security Administration (TSA). The Airport has established these procedures in an effort to improve the safety for all users at PUB. It is important to remember, especially if you have never worked at or had access to an airport, that safety for yourself and of others must be everyone's primary concern. One act of carelessness or one mistake could result in injuries or fatalities.

To assist us in creating a safe environment for everybody, read this manual and make certain that before you operate a ground vehicle or otherwise access the AOA, you:

- Are aware of the layout and how the Airport operates.
- Know what the signs, markings, and lighting represents.
- Know the types of hazards that exist and how to avoid them.
- Know the policies, laws, and regulations that may affect you.

Requirements to Access or Drive on the AOA:

No person shall access or operate a motor vehicle on the AOA unless such operation is required for aviation related activity or otherwise authorized by the Department of Aviation. AOA access badges are provided by the Department. Other requirements include:

1. Proof of current Drivers License;
2. Proof of employment or necessity for access to AOA;
3. Proof of insurance against personal injury and property damage in an amount acceptable to the Department of Aviation;
4. Current PUB access card, unless the vehicle is being escorted;
5. Vehicle must be in safe operating condition;

6. Personal vehicles are limited to general aviation ramps or tenant ramp areas as designated by the Department of Aviation; and
7. Commercial vehicles must be properly identified on both sides with the company name or logo displayed.

Equipment:

Conduct a vehicle inspection for safety defects prior to driving the vehicle or accepting responsibility for it. Ultimately, the vehicle will be the driver's responsibility if you choose to operate it. No person shall operate any equipment on the AOA unless the equipment is in a fully operable condition and is equipped with the appropriate safety provisions:

- All motor vehicles shall be equipped with proper headlights for the vehicle driven and one or more tail and brake lights of such brilliance to ensure safety. All headlights, taillights, and overhead flashing lights (for driving on the movement area) shall be lit between sunset and sunrise, during inclement weather, when in poorly lit areas, and/or during low visibility conditions.
- All baggage and cargo carts shall be equipped with reflectors of fluorescent taped material on the front, rear, and sides of the cart; and shall be of the color and size as approved by the Department of Aviation.
- Windows and mirrors of motor vehicles shall be free of cracks, discoloration, or any other defect that may cause distortion or obstruction of the vision of the operator.
- No driver shall tow a train of baggage or cargo carts in excess of five (5) carts or sixty (60) feet in length.
- All carts or trailers on the AOA must be equipped with proper brakes so that it will not become free rolling when disengaged from a towing vehicle; and such equipment must have engaged positive walking couplings.

Notes:

1. No person shall service, clean, repair, maintain or overhaul any motor vehicle or other equipment in the movement area of the AOA except for immediate minimum repairs required to remove the disabled vehicle.
2. All reckless driving or non-compliant equipment operating on the AOA should be reported to the Department of Aviation or the City of Pueblo Police Department. Such equipment will be intercepted and escorted from Airport property by the proper authority unless the Department of Aviation approves of such equipment.

Parking:

No person shall park a motor vehicle or other equipment on the AOA:

1. Except in those areas designated or authorized by the Department of Aviation; nor

2. In any manner contrary to any posted signs, traffic control devices, or pavement markings; or
3. So as to interfere with the use of a facility by others; or prevent the passage or movement of aircraft or other motor vehicles; or prevent an aircraft fueling vehicle from being readily driven away from such aircraft in the event of an emergency.

Components of an Airport:

Taxiway

A defined path established for the taxiing of aircraft from one part of an airport to another. Taxiways are identified by letters. Taxiway markings are yellow; the edge lights are blue.

Runway

A defined rectangular surface on an airport prepared or suitable for the landing or takeoff of aircraft. Runway markings are white; the edge lights are also white (on instrument runways, the last 2000 feet on each end have yellow/amber lights to warn pilots the runway end is near).

Runways are identified by their compass direction and are numbered to the nearest ten (10) degrees of their magnetic heading; i.e.: Runway 26 would be aiming west or 260 degrees, the other end must be aiming east or 90 degrees (Runway 8).

At PUB, there are six (6) runways on which an aircraft can land. PUB Runways include: 8L, 8R, 26L, 26R, 17, and 35. Runway 8R-26L is a precision instrument; Runway 17-35 is non-precision instrument; and Runway 8L-26R is a basic General Aviation (GA) runway open equipped with medium intensity runway lighting (MIRL).

Safety Areas

A defined surface surrounding a runway or taxiway designed to reduce the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway. These areas require clearing of objects, except for objects that need to be located in the area because of their function. The following safety areas have been established at PUB:

Runway	Safety Area
8R-26L	Extending 250 feet from either side of the centerline and 1000 feet beyond both runway ends
8L-26R	Extending 75 feet from either side of the centerline and 300 feet beyond both runway ends
17-35	Extending 250 feet from either side of the centerline and 1000 feet beyond both runway ends

Ramps/Aprons:

Ramps and Aprons are defined surfaces where aircraft taxi and park. At PUB, ramps and aprons are part of the non-movement area, thus vehicles are permitted to traverse these areas without Tower clearance.

The AOA:

Air Operations Area (AOA) – a portion of the airport designed and used for the landing, takeoff, and maneuvering of aircraft. At PUB, that is basically all the land within the perimeter fence line. Remember, the primary concern while operating on the AOA is always ‘SAFETY’.

The AOA is divided into two areas: The Non-Movement and the Movement Areas.

Section I

Non-Movement Area

The non-movement area of an airport basically consists of loading ramps, aprons, and perimeter roadways. You are not required to communicate with the Air Traffic Control Tower (ATCT) while operating in this area; however you are obligated to exercise good judgment and travel safely at all times.

1. Motor vehicles operating on the ramps and aprons shall not be driven in excess of 10 mph, and should reduce the speed within fifty (50) feet of an aircraft.
 2. No person or driver of a motor vehicle, other than the operator of an aircraft servicing vehicle for that aircraft, shall pass within twenty (20) feet of a parked aircraft unless you are traveling on a marked roadway. Marked or designated roadways should be used whenever possible.
 3. No person or driver of a motor vehicle shall travel between an aircraft and its loading gate during enplaning/deplaning of passengers.
 4. No person shall enter or exit a vehicle gate without ensuring the gate properly secures prior to proceeding. If a gate cannot be properly secured, or if an electronic gate does not properly close, the driver must contact Airport Operations at (719) 320-2710 for assistance. The driver must remain at the gate until properly relieved by authorized airport personnel.
 5. No person or driver of a motor vehicle shall enter or operate:
 - a) Beyond the hold-bars of an active runway; this area is a designated runway safety area and should not be penetrated without first having clearance to proceed from the ATCT (see Safety Area dimensions); or
 - b) Within seventy-five (75) feet of the centerline of an active taxiway without first having clearance to proceed from the ATCT.
- *Pedestrians and vehicles yield the right of way to aircraft and emergency vehicles at all times.*

* When operating behind or adjacent to aircraft parked on the ramp, make certain that the aircraft is not preparing to move or be moved. Signs that an aircraft is ready to move include:

- ✓ There are no support vehicles or refueling vehicles close to or connected to the aircraft.
- ✓ The portable stairs have been removed from the aircraft. Aircraft wing walkers, marshallers, and/or tug drivers are in position.
- ✓ Aircraft lighting systems (beacons/wingtip lights) have been illuminated.
- ✓ The wheel chocks have been removed.
- ✓ Aircraft doors and outer hatches are closed and sealed.
- ✓ Aircraft engines are powered up and/or propellers are rotating.

Smoking Policy:

Smoking on the Airport premises is limited to those areas clearly designated as Smoking Areas by appropriate signage and/or ash cans. No person shall smoke or carry lighted cigars, cigarettes, pipes, matches, or any open flame within fifty (50) feet of any: (a) facility where fuel is stored; (b) buildings/hangars where aircraft are stored; (c) aircraft; (d) hazardous materials spill; or (e) building or area where smoking is prohibited. Smoking on aircraft servicing ramps is prohibited at all times.

Foreign Object Debris (FOD):

Basically, FOD is any debris such as trash, rocks, aircraft parts, etc. in the AOA that may cause damage to an aircraft or injure someone. Such loose items may be ingested by an aircraft engine and cause serious damage to its components. FOD may also become a projectile that can injure anyone nearby or cause significant damage to property. FOD causes the aviation industry over \$60 million annually. You can help make the Airport a safer place by following these simple rules:

- Put all your trash in a designated covered container.
- Pick-up any FOD lying on the ground.
- Continuously scan the surrounding area for anything that can easily puncture a tire.
- Avoid tracking mud and rocks onto the pavement surfaces.

Escorting Procedures:

No person shall drive any vehicle or equipment onto the AOA if the vehicle does not meet the vehicle requirements as determined by the Department of Aviation, unless an escort is provided. The escort is an authorized person that must utilize a vehicle that has satisfied the established vehicle requirements, if a vehicle is required for escort. The authorized escort will assume responsibility for the control of the escortee and will be accountable for the actions of its escortee. Therefore, constant guidance must be maintained for safety and security assurance; and at all times, both the escort and escortee will maintain an appropriate viewable distance from each other. Individuals possessing Airport badges with escort privileges (depicted as “E” on the front of the badge) may escort up to five (5) other individuals and/or vehicles.

Unauthorized Vehicles / Suspicious Persons:

If unauthorized vehicles or suspicious persons are observed on the AOA, the violator(s) must be immediately intercepted and escorted from the AOA. *Never put yourself in harms way.* If you are unable or unwilling to approach the vehicle or person(s), please contact the Department of Aviation at (719) 320-2710 to report the observation. Dependent on the nature of the incident, appropriate disciplinary action will be taken which may include a fine and/or imprisonment. Operating on the AOA is not a right, it is a privilege. The Department of Aviation reserves the right to suspend or revoke driving and/or access privileges.

All vehicles operating on the AOA are subject to the fines and penalties imposed by the City of Pueblo Police Department and/or the FAA/TSA.

Accident Reporting Procedures:

Any person operating a motor vehicle on the AOA which is involved in an accident resulting in injury to person(s) or damage to property shall:

- Immediately stop the vehicle at the scene of the accident;
- Notify the Department of Aviation and the City of Pueblo Police Department;
- Return to and remain at the scene of the accident and complete any required accident reports.

Section II

Movement Area

The Airport's movement area is delineated from the non-movement area with a ground surface paint marking consisting of a solid yellow line and a dashed yellow line. Always hold short of the solid line and **DO NOT PROCEED** until authorized by the Tower. The movement area consists of runways, taxiways, and other areas of an airport which are used for taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aprons. You must have Tower clearance before accessing any such areas. When operating in the movement area, the Tower is responsible for pedestrian, vehicle and aircraft traffic. The movement area is limited to only those persons and vehicles *requiring* taxiway, runway, or safety area access.

- All persons operating in this area are required to have two-way radio communication capability with the PUB Air Traffic Control Tower (ATCT) and must have ATCT clearance.
- No person shall access, or operate a motor vehicle, on an active taxiway or beyond the hold bars of an active runway; or within the runway/taxiway safety areas without prior approval from the Department of Aviation; unless a properly equipped escort is provided.

- Vehicles operating in the movement area shall activate the overhead rotating/flashing beacon or light bar.
- Each person accessing, or operating a motor vehicle, shall monitor and maintain communications with PUB ATCT at all times while traversing the movement area.

Although there is no posted speed limit in the movement area, a reasonable and safe speed shall be maintained at all times.

** Pedestrians and vehicles yield the right of way to aircraft and emergency vehicles at all times.*

Signage/Markings:

Location Signs

These signs identify the taxiway or runway upon which you are located. These signs have a black background with a yellow legend.

Direction Signs

These signs indicate directions of other taxiways leading out of an intersection. These signs have a yellow background with a black legend and always contain arrows. The arrows should be oriented to approximate the direction of the turn.

Information Signs

Signs installed on the airside of an airport to provide any additional information to aircraft or vehicle operators as determined by the Airport Operator. These signs have a yellow background with a black legend.

Mandatory Instruction or Hold Position Signs

These signs denote an entrance to a runway or a critical area. Pedestrians, vehicles and aircraft are required to stop unless authorized by Air Traffic Control. These signs, also referred to as Hold Short Signs, have a red background with a white legend.

Runway Hold Position Markings

These markings identify the location where a pedestrian, aircraft or vehicle is supposed to stop when it does not have Tower clearance to proceed onto the runway. Hold position markings or Hold Lines are painted yellow and consist of two (2) rows of dashed lines and two (2) rows of solid lines. The double solid lines are always on the side where you must hold.

ILS Critical Area Hold Position Markings

These markings identify the location on a taxiway where a pedestrian, aircraft or vehicle is supposed to stop when it does not have Tower clearance to proceed. This area is needed to protect the navigational aid signal or the airspace required for the approach procedure. These markings are painted yellow and consist of two (2) parallel horizontal lines connected by a series of double parallel and perpendicular lines, resembling a railroad track.

**Remember: Continuously scan your surroundings, monitor the aviation frequency at all times, and be aware of the movement on the airfield.*

Pilot Guide to Airport Signs and Markings

Airport Markings



HOLDING POSITION:

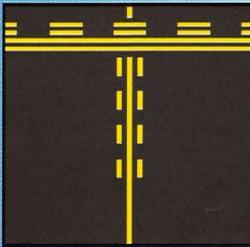
Hold Short of Intersecting Rwy
Also Land and Hold Short Marking

ATC permission is ALWAYS required to cross from the solid side to the dashed side



MOVEMENT AREA BOUNDARY:

Defines Boundary of Movement
Area and Non-Movement Area



HOLDING POSITION with
ENHANCED TAXIWAY
CENTERLINE



TAXIWAY/TAXIWAY HOLDING
POSITION: Hold Short of Intersecting
Taxiway When Directed by ATC



TAXIWAY EDGE: Defines Edge of
Usable Full Strength Taxiway
Pavement. Adjoining Pavement
NOT Usable



ILS CRITICAL AREA: Hold Short
During IMC Conditions



DASHED TAXIWAY EDGE: Defines
Edge Taxiway Where Adjoining
Pavement or Apron IS Available
for Taxi



SURFACE PAINTED HOLDING
POSITION: Hold Short of
Intersecting Runway on Twy

SURFACE PAINTED TAXIWAY
DIRECTION: Direction &
Designation of Intersecting Twy

SURFACE PAINTED TAXIWAY
LOCATION: Identifies Twy
on Which Aircraft is Located

Help Prevent Runway Incursions!

References: Aeronautical Information Manual (AIM), AC 90-67 Light Signals from the Control Tower for Ground Vehicles, Equipment, and Personnel, AC 150/5340-1 Standards for Airport Markings, and AC 150/5340-18 Standards for Airport Sign Systems.

(Graphics not to scale)

Pilot Guide to Airport Signs and Markings

Airport Signs — Action or Purpose

4-22

TWY/RWY HOLD POSITION:
Hold Short of Runway on Taxiway



RUNWAY BOUNDARY:
Exit Boundary of Rwy Protected Areas

Also ...

RWY/RWY HOLD POSITION:
Hold Short of Intersecting Runway



ILS CRITICAL AREA BOUNDARY: Exit Boundary of ILS Critical Area

8-APCH

RWY APCH HOLD POSITION:
Hold Short for Acft on Approach



RUNWAY EXIT: Defines Direction & Designation of Exit Twy from Rwy

ILS

ILS HOLD POSITION:
Hold Short of ILS Critical Area



Also ... **TWY DIRECTION:** Defines Direction & Designation of Intersecting Taxiway(s)



NO ENTRY: Identifies Paved Areas Where Aircraft Entry is Prohibited



OUTBOUND DESTINATION:
Defines Directions to Take-Off Runways



TAXIWAY LOCATION:
Identifies Taxiway on Which Aircraft is Located



INBOUND DESTINATION:
Defines Directions for Arriving Aircraft



RUNWAY LOCATION:
Identifies Runway on Which Aircraft is Located



TAXIWAY ENDING MARKER:
Identifies Twy Does Not Continue

4

RUNWAY DISTANCE REMAINING: Identifies Runway Length Remaining



DIRECTION SIGN ARRAY:
Identifies Location in conjunction with Multiple Intersecting Taxiways

Read back instructions to enter a runway, "hold short," or "position and hold." Read back ENTIRE instruction!

If in Doubt, **ASK!**

ATCT Light Gun Signals

Color and Type of Signal

Aircraft on the Ground

STEADY GREEN



Cleared for Takeoff

FLASHING GREEN



Cleared to Taxi

STEADY RED



STOP

FLASHING RED



Taxi Clear of the Runway in Use

FLASHING WHITE



Return to Starting Point on Airport

ALTERNATING RED/GREEN



Exercise Extreme Caution

Elevated Guard Lights Hold Short



In-Pavement Guard Lights Hold Short

Help Prevent Runway Incursions!

Communications:

The PUB ATCT is operated by FAA employees. Communication must be established with the ATCT prior to entering the movement area. The two most commonly used frequencies are:

Pueblo Ground – 121.90

Pueblo Tower – 119.10

The aviation industry utilizes the phonetic alphabet in its communications; and all operators should be familiar with and are expected to utilize the following terminology during radio conversation:

A – Alpha	J – Juliet	S – Sierra
B – Bravo	K – Kilo	T – Tango
C – Charlie	L – Lima	U – Uniform
D – Delta	M – Mike	V – Victor
E – Echo	N – November	W – Whiskey
F – Foxtrot	O – Oscar	X – X-ray
G – Golf	P – Papa	Y – Yankee
H – Hotel	Q – Quebec	Z – Zulu
I – India	R – Romeo	

Glossary of Terminology (Commonly Used Language):

Acknowledge	Let me know that you have received and understand this message.
Advise/Say Intentions	Tell me what you plan to do.
Affirmative	Yes.
Confirm	My version is....., is that correct?
Correction	I made an error...I should have said.....
Final	An aircraft is on final approach to or is aligned with the landing area.
Go Ahead	Continue speaking your message.
Hold	Stay where you are.
Hold Short	Stop at the position instructed.
How do you hear me?	How well is my radio working?
Immediately/No delay	Right now! Compliance is required to avoid an imminent situation.
Negative	No.
Out	The radio conversation is ended and no response is expected.
Over	My radio transmission is ended and I expect a response.
Proceed	Authorization to begin/continue on specified routes.

Read Back	Repeat what you just said.
Roger	I have received all of your last transmission.
Say Again	Used to request a repeat of the last transmission.
Stand-by	Wait a moment; I will get back to you.
Unable	Indicates the inability to comply.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply.

Transmission Procedures:

When communicating on the radio, be careful not to interfere with other transmissions. Wait for a lull in radio activity prior to announcing your request. When contacting the Tower, always include the following phraseology in this order:

Who you are calling?	Pueblo Ground.....
Who you are?	...Operations 2.....
Where you are?	...on the East Ramp...
What you want to do?	...Requesting to proceed across Rwy 26L to Twy A...

The Controller will respond to you by:

- a. Approving your request as specified.
- b. Denying your request.
- c. Issuing special instructions.

Regardless of frequency congestion, always acknowledge transmissions and **READ BACK ALL HOLD SHORT INSTRUCTIONS.**

Important: If clarification is required, hold your position and restate your request. *Do not assume anything.*

Radio Failure Procedures:

If your radio should become inoperative after you have entered the movement area in a motor vehicle, you should turn your vehicle towards the Tower and flash your headlights to alert them. Once the Controller realizes that radio communication is lost, a light gun is used to tell you what to do. The following light signals and what they mean are listed below:

Light Color	Meaning
Steady Green	Cleared to cross; Proceed to go
Steady Red	Stop
Flashing Red	Clear the runway or taxiway
Flashing White	Return to where you started
Alternating Red/Green	Exercise extreme caution

EMERGENCY PROCEDURES

PUEBLO GROUND FREQUENCY: 121.90
PUEBLO TOWER FREQUENCY: 119.10

If radio contact with ATCT is lost, immediately exit the runway or taxiway and assure clearance from safety areas. Proceed via airport roadways to non-movement area. If unable to safely vacate movement area, aim your vehicle toward ATCT and flash the headlights to alert ATCT of radio communication failure. Wait for lightgun signals and/or attempt to establish alternative communication via secondary radio systems or cellular phone.

All pedestrians and ground vehicles must yield the right of way to aircraft and emergency vehicles.

AIRPORT OPERATIONS: (719) 320-2710
AIRPORT ADMINISTRATION: (719) 553-2760
PUB ATCT: (719) 948-3374

~ NOTES ~



Pueblo Memorial Airport
31201 Bryan Circle
Pueblo, CO 81001
(719) 553-2760