

PIT TRACON Approved Document
CHAPTER 4. GROUND CONTROL

SECTION 1. DUTIES AND RESPONSIBILITIES

4-1. ENSURE SEPARATION

- a. Do not allow aircraft or vehicles to proceed into the next controller's area without transfer of control or approval.
- b. Scan all areas of responsibility, which include but are not limited to:
 - (1) Taxiways, runways, and parking areas.
 - (2) ILS critical areas.
 - (3) Run-up pads and ramps.
- c. Ensure computer entries and strip amendments are completed for instructions or clearances issued or received.
- d. Process and forward flight plan information to the appropriate controller/sector control.

4-2. PLAN GROUND MOVEMENT

- a. Develop and implement a plan that will ensure a safe and orderly flow of traffic in accordance with the following:
 - (1) Projected traffic flow.
 - (2) ASRC or controller client display.
 - (3) Aircraft/vehicle request.
 - (4) Taxi routes available.
 - (5) Runways in use.
 - (6) Flow restrictions (if applicable).
 - (7) Weather.
 - (8) VIP flights that require special handling.
 - (9) Deicing program in effect (if applicable).

SECTION 2. INTRA-FACILITY COORDINATION

4-3. OPERATIONAL REQUEST

- a. Coordinate with the appropriate local controller, via landline or chatbox private message, when an aircraft/vehicle is requesting to cross an active runway by stating their position and request, e.g. " Cross runway 28C at T (Tango) ". Prior to coordination, check traffic to see if the operation can be approved.
- b. Report completion of the requested operation to the appropriate local controller in a timely manner, e.g. " Clear of runway 28C at T "

4-4. CONFIRM POSITION

When an aircraft/vehicle calls for taxi or request movement in your jurisdiction, verify the position either by reports by another aircraft/vehicle, or the ASRC or controller client display.

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SECTION 3. GROUND PROCEDURES
4-5. SPECIAL INSTRUCTIONS

- a. Ground must not taxi aircraft for departure until the aircraft has been issued an IFR or VFR clearance.
- b. On initial contact aircraft not reporting with the current ATIS identifier should be given the current wind conditions, altimeter setting, and advised to obtain the current ATIS information.
- c. If gate holds are in effect, do not allow aircraft to pushback/start-up until the anticipated release time is imminent.
- d. No two Boeing 747-400 aircraft or larger can pass on the midfield perimeter taxiways
(taxiways B/C, D/E, and T/V) 4-2
- e. When two Ground Control positions are in operation, taxiway “ T ” shall be northbound and taxiway “ V ” shall be southbound unless coordinated otherwise.
- f. When the airport is busy aircraft should be assigned a departure runway based upon its direction of flight
 - 1. WEST FLOW. If an aircraft is departing to the North or East, then the pilot should be assigned runway 28R. If an aircraft is departing straight out to the West, then the pilot should be assigned runway 28C. If an aircraft is departing to the south, then the pilot should be assigned runway 28L.
 - 2. EAST FLOW. If an aircraft is departing to the North or West, then the pilot should be assigned to runway 10C. If an aircraft is departing to straight out to the East, then the pilot should be assigned runway 10R. If an aircraft is departing to the South, then the pilot should be assigned to runway 14.When traffic conditions are light, aircraft may be assigned a runway based upon its location on the field.

NOTE: Ground Control should sequence departures by jet-prop-jet and not give
Local
Control back-to-back same fix departures.

SECTION 4. GROUND TWO (G2)

4-6. GENERAL PROCEDURES AND AREAS OF RESPONSIBILITY

- a. GN will sequence departures to runways 10L/28R and 14.
- b. Monitor and operate communications equipment on frequencies 127.800.

SECTION 5. GROUND ONE (G1)

4-7. GENERAL PROCEDURES AND AREAS OF RESPONSIBILITY

- a. GS will sequence departures to runways 10R/28L, 10C/28C
 - b. Monitor and operate communications equipment on frequencies 121.900.
- NOTE: Ground Control should sequence departures by jet-prop-jet and not give
Local

Control back-to-back same fix departures. .

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