

LETTER OF AGREEMENT

EFFECTIVE: October 28, 2022

SUBJECT: Issuing and Notification Process by San Martin Airport (E16) for Surface Area Notices to Air Missions (NOTAMs)

1. PURPOSE: This agreement identifies responsibilities and procedures for notifying affected air traffic control facilities of Surface Area NOTAMs created by the Santa Clara County Airports (Staff) for San Martin Airport, hereafter referred to as “E16 Airport”.

2. CANCELLATION: This Letter of Agreement cancels the Letter of Agreement between Northern California TRACON (NCT), Reid-Hillview Airport, San Martin Airport, and Reid Hillview Airport Traffic Control Tower dated January 01, 2018.

3. SCOPE: The responsibilities and procedures outlined herein are for notifying NCT when Staff issue a Surface Area NOTAM for E16 Airport.

4. RESPONSIBILITIES: Staff is responsible for observing and reporting via NOTAM the condition of movement areas and other surface areas associated with the airport. Surface Area NOTAMs may include Aerodrome, Runway, Taxiway, Apron, Ramp, Services, and Obstructions.

5. TERMINATION: The agreement may be terminated by either party upon 30 days written notice to the other party, or immediately if the safety of the National Airspace System is jeopardized.

6. PROCEDURES:

a. Staff must:

(1) Enter the NOTAM into the Direct-Entry Digital NOTAM (DDN) system or contact Flight Service to issue the NOTAM.

(2) Notify NCT Traffic Management of NOTAM issuance via phone (916-366-4080).

(3) Relay the following NOTAM information:

(a) NOTAM keywords: Aerodrome, Runway, Taxiway, Ramp/Apron, Obstruction, or Services.

(b) Airport and Runway Designator (e.g. 14/32) as applicable.

(c) Reason/condition for the NOTAM.

(d) Start time, end time, or the expected time period of the NOTAM.

Northern California TRACON and San Martin Airport

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