

County of Santa Clara

Roads & Airports Department

Airports Division
Reid-Hillview & San Martin Airports
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**NOTIFICATION PROCESS BY THE COUNTY FOR SURFACE AREA NOTAM'S
LETTER OF AGREEMENT
BETWEEN
THE COUNTY OF SANTA CLARA
AND
THE FEDERAL AVIATION ADMINISTRATION
February 2021**

1. **PURPOSE.** This agreement identifies responsibility for coordination of the affected Air Traffic Control (ATC) facility of Surface Area Notices to Airmen (NOTAMs) created by the Airport.
2. **SCOPE.** The procedures outlined are to be used to enable the Airport to issue surface NOTAMs via the Federal Aviation Administration (FAA) Federal NOTAM System (FNS) NOTAM Manager and the coordination process between Reid-Hillview Airport (RHV) / San Martin Airport (E16) and the Reid-Hillview ATCT and Northern California TRACON.
3. **COORDINATION.** The Reid-Hillview Airport will notify the Reid-Hillview ATCT by phone or radio when Surface Area NOTAMs are issued or cancelled for RHV Airport.

The Reid-Hillview Airport will notify the Northern California TRACON, when the ATCT is not operational, via phone or radio on all RHV Surface Area NOTAMs issued or cancelled that impact flow operations. Additionally, the Reid-Hillview Airport will notify the Northern California TRACON, via phone or radio on all E16 Surface Area NOTAMs issued or cancelled that impact flow operations.

4. **FAILURE OF NOTAM MANAGER.** If there is a failure of NOTAM Manager, the Airport will alert their appropriate IFR control facility of the failure and revert back to notifying Flight Services.
5. **ENTIRE AGREEMENT:** The agreement represents the entire understanding of the parties with respect to NOTAM notification process, and supersedes and cancels any previous agreements on this

subject

DocuSigned by:

Tommy Singleton

3/3/2021

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Tommy Singleton
Air Traffic Manager
Reid-Hillview Tower

Date

DocuSigned by:

Eric Peterson

3/5/2021

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Eric Peterson
Director County Airports
Santa Clara County

Date

Date

Air Traffic Manager
Northern California TRACON