

County of Santa Clara

Roads & Airports Department

Airports Division
Reid-Hillview & San Martin Airports
2500 Cunningham Avenue
San Jose, California 95148
(408) 918-7700 FAX (408) 929-8617
www.countyairports.org



**PROCEDURES FOR OPENING AND CLOSING RUNWAYS
LETTER OF AGREEMENT
BETWEEN
THE COUNTY OF SANTA CLARA
AND
THE FEDERAL AVIATION ADMINISTRATION
February 2021**

1. **PURPOSE:** To establish standard procedures for opening and closing the runways.
2. **SCOPE:** The procedures outlined herein establish the authority, responsibility, and procedures to be used in the process of opening and closing the runways between Reid-Hillview (RHV) ATCT and the county of Santa Clara, Airports Division.
3. **RESPONSIBILITIES:** Each part to this agreement is responsible for compliance by personnel under their authority with the provisions contained herein. Training, both initial and recurrent, of involved personnel is also the responsibility of the signatories.

NOTE: Only the Airports Director or his/her designee may open or close a runway.

4. **PROCEDURES:**
 - A. Airports Director of their designees, frequently referred to as Airport Ops 1, Airport Ops 2, Airports Ops 3, Airport Ops 4, Airport Admin, Laser 1 (riding mower), and Airport Tractor, must:
 - a. Contact the ATCT on the appropriate frequency or telephone and indicate the reason and an estimate of how long the runway will remain closed.
 - b. Coordinate with the Air Traffic Manager regarding extended airport construction project and measures to be taken in order to mitigate safety risks.
 - c. Inform the ATCT if approved barricades or runway closure X's will be utilized.
 - d. Issue a NOTAM for extended closures.
 - e. Continuously monitor and remain in two way radio communications with the ATCT on the appropriate frequency.
 - f. Coordinate with the ATCT when all vehicles, personnel and equipment are clear of the runway.
 - g. Shall coordinate with Air Traffic Control Tower when opening a runway.
 - B. The Air Traffic Control Tower must:
 - i. Coordinate which portions of a closed runway can be used for crossings and taxiing and measures taken to mitigate safety risk.

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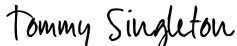
Board of Supervisors: Mike Wasserman, Cindy Chavez, Otto Le, Susan Ellenberg, S. Joseph Simitian
County Executive: Jeffrey V. Smith

- ii. Update the ATIS broadcast as soon as practicable to reflect current runway conditions.
- iii. Upon receipt and acknowledgement by the ATCT of the intended closure, and upon the ATCT elimination of any conflicts on the runway, the ATCT will release the runway to the Airports Director or his/her designee by stating on the appropriate frequencies “Runway ___ is closed.”
- iv. When advised by the Airport Director or his/her designee on the appropriate frequency that “Runway ___ is open”, the ATCT will acknowledge by stating “Runway ___ is open.”

To the extent possible, Airports Director should restrict runway closures during peak traffic hours.

5. **Entire Agreement.** The agreement represents the entire understanding of the parties with respect to opening and closing runways, and supersedes and cancels any previous agreements on this subject.

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Tommy Singleton
Air Traffic Manager
Reid-Hillview Tower

Date: 3/3/2021

DocuSigned by:



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Eric Peterson
Director County Airports
Santa Clara County

Date: 3/5/2021