

LETTER OF AGREEMENT

EFFECTIVE: November 14, 2024

SUBJECT: Requirements for Operating in Runway Safety Areas

1. PURPOSE: To define and establish the responsibilities and procedures for accessing, operating within, and exiting Reid-Hillview Airport (RHV) Runway Safety Areas (RSA) during aircraft operations.

2. BACKGROUND: The RSA will normally be clear of personnel and equipment during aircraft operations. This Letter of Agreement (LOA) is a means of establishing procedures and policies for activities and work within the RSA. Nothing in this LOA is intended to construe that a runway cannot be closed for work to be accomplished in the RSA.

3. SCOPE: The responsibilities and procedures established herein are applicable to the County of Santa Clara (Airport), Reid-Hillview Airport Traffic Control Tower (RHV ATCT), and FAA Technical Operations (Tech Ops).

4. DEFINITIONS: The RSA is a defined surface surrounding the runway, prepared or suitable for reducing the risk of damage to airplanes in the event of runway excursions, undershoots, or overshoots. The physical geometry of RHV does not permit the creation of an RSA that meets all current FAA design standards. For the purposes of this LOA only, property outside the dimensions listed below are not considered to be part of the RSA requiring prior permission to enter (see Attachment 1).

- a. The width of the RSA is 120 feet centered on the runway centerline.
- b. The RSA extends 100 feet from the edge of the pavement at the approach end of runway 31R and 31L.
- c. The RSA extends 240 feet from the edge of the pavement at the approach end of runways 13L and 13R.

5. RESPONSIBILITIES: All signatories must ensure that personnel under their authority receive RSA specific training and comply with the provisions of this agreement.

- a. The Airport must:
 - (1) Specify which activities may take place in the RSA during aircraft operations.
 - (2) Coordinate by calling RHV ATCT at (408) 272-7014 for all activities that will take place within an RSA prior to the activity. At a minimum, the following must be coordinated:

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- (a) Number of personnel and vehicle call signs.
 - (b) The specific location and activity that will be accomplished.
 - (c) The estimated length of time that access to the RSA will be needed.
 - (d) Airport operations staff member name(s) that will be within the RSA and their current cell phone number(s) to be used in case of radio communication issues.
- (3) If appropriate, issue a Work in Progress (WIP) Notice to Air Mission (NOTAM) indicating the activities that will be conducted in the RSA.
- (4) Ensure all personnel who are authorized to operate in an RSA receive initial and recurrent training on the provisions of this LOA. Any personnel not trained on this LOA, must be escorted and under direct supervision by the Airport.
- b. RHV ATCT must:
- (1) Provide clearance for entry into the RSA in accordance with the provisions of this LOA.
 - (2) Issue advisories to arriving and departing aircraft concerning personnel and vehicles operating in the RSA and/or updating the Automatic Terminal Information Service (ATIS) broadcast.
- c. Tech Ops must:
- (1) Coordinate with RHV ATCT prior to accessing the RSA.
 - (2) Notify Airport Operations at (408) 918-7700 x77901 prior to accessing the RSA.
 - (3) Establish and maintain direct and continuous two-way communication with RHV ATCT. This may be accomplished with an escort vehicle and/or personnel equipped with a pre-checked and properly functioning two-way radio.
 - (4) Ensure all personnel who are authorized to operate in an RSA receive initial and recurrent training on the provisions of this LOA. Any personnel not trained on this LOA, must be escorted and under direct supervision by Tech Ops.

6. PROCEDURES:

- a. All personnel requesting access to the RSA must:
- (1) Contact RHV ATCT on 119.8 for clearance into the RSA.
 - (2) Prior to contacting RHV ATCT, to the maximum extent practicable, the requestor must position all personnel and equipment transiting to the RSA at the associated staging area, as denoted by Attachment 2.

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(3) Recognize that clearance into the RSA is not a clearance onto a movement area and must remain clear of movement areas at all times unless provided specific movement-area clearance by RHV ATCT.

(4) Maintain continuous radio communication on the assigned RHV ATCT frequency at all times.

(5) To the maximum extent practicable, notify RHV ATCT when repositioning within the RSA.

(6) Be available for immediate recall if the situation arises.

(7) Park vehicles outside of the RSA or as far from the runway as practicable.

(8) Notify RHV ATCT when all work is completed within the RSA.

b. Activities in the RSA must not be permitted, and access will be rescinded, when an aircraft is experiencing a distressful situation or emergency. The RSA must be cleared immediately of all vehicles, personnel, and equipment during these occurrences. Personnel exiting the RSA must advise RHV ATCT of any equipment that cannot be removed.

c. RSA Access Conditions:

(1) Access into the RSA during aircraft operations is limited to:

(a) Routine preventive maintenance.

(b) Vegetation management.

(c) Airfield maintenance.

(d) Wildlife hazard management.

(e) Removal of potentially hazardous items or debris.

(f) Airfield inspections.

(2) Where practicable, while in the RSA, work should be performed with personnel facing the direction of arriving aircraft.

***NOTE:** Pre-coordination of access to the RSA with RHV ATCT ensures the most suitable timeframe.*

7. DEVIATIONS: Deviations from procedures identified within this LOA may be approved after coordination between the Airport, RHV ATCT, and/or Tech Ops. All requested deviations should specify operation type, duration, location(s), and personnel.

8. ATTACHMENTS:

- a. Attachment 1: Airport Diagram Depicting the RSA.
- b. Attachment 2: Best Practice Staging Areas.
- c. Attachment 3: Best Practice Phraseology.

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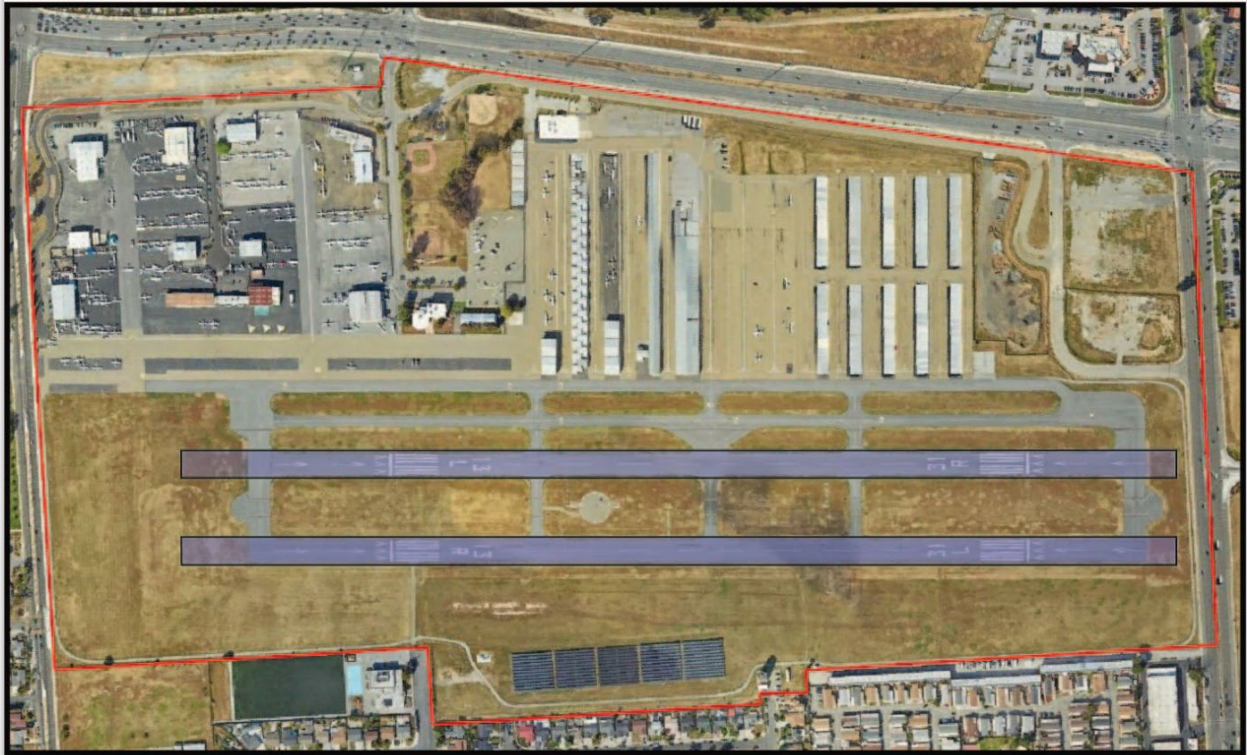
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Attachment 1

Airport Diagram Depicting the RSA

Exhibit A: Reid-Hillview Airport Runway Safety Area (RSA)



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- Airport Property Line
- Runway Safety Area

Attachment 2
Best Practice Staging Areas

Exhibit B: Staging Area of Associated RSA Locations



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-  Airport Property Line
-  Runway Safety Area
-  Staging Position

Before contacting the ATCT for authorization to enter the movement area, position all people and equipment at the staging area associated with the desired RSA work area.

Attachment 3
Best Practice Phraseology

Exhibit C: Phraseology Best Practice:

Utilize the current runway in use to describe points on the field, i.e.: Runway 31 vs Runway 13. To ensure proper communication and coordination, it is required to include a statement confirming that the runway will remain open or closed when requesting access to the Runway Safety Area. For more information on runway closing procedures, refer to the RHV & SCCA - Runway Opening and Closing Letter of Agreement.

Phraseology Format Example:

Reid-Hillview Tower, <Call Sign>, at Row <Alpha, Hotel, Mike, Quebec, Uniform>, Request to access Runway Safety Area, <East/West> of <Runway> Between <Taxiway> and <Taxiway> for <Reason>. <Runway> is <Open/Closed>.

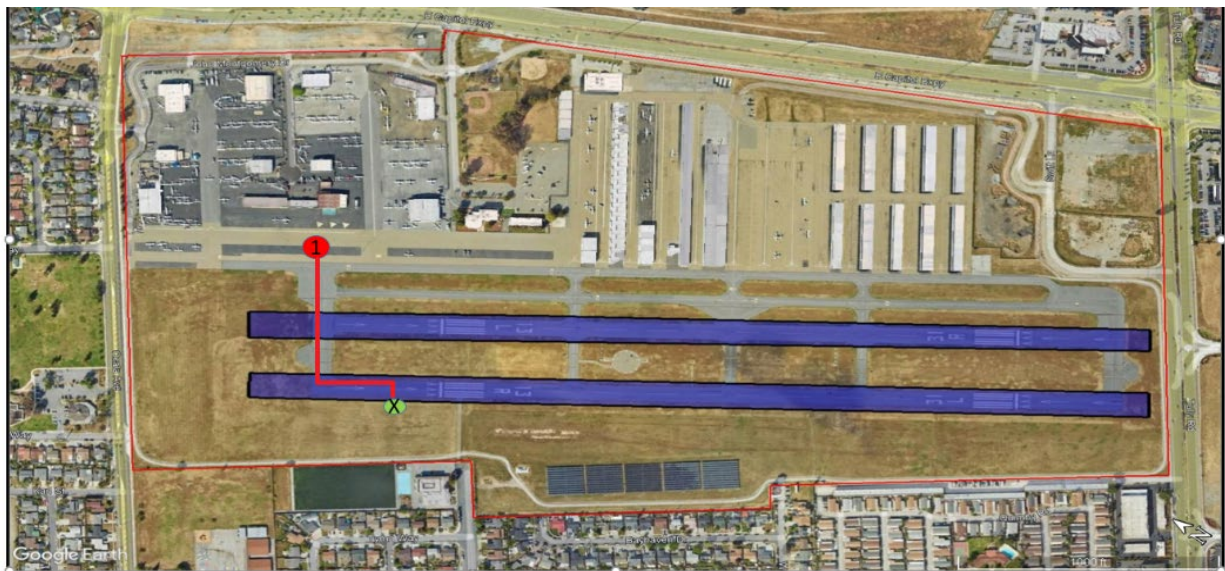
Phraseology Example 1:

Airport 1:

Reid-Hillview Tower, Airport 1, at Row Alpha, request to access Runway Safety Area West of Runway 31 Left between Delta and Echo for edge trimming. Runway 31 Left is open.

Tower:

Airport 1, Reid-Hillview Tower, proceed via Echo, Cross Runway 31 Right at Echo, Proceed on Runway 31 Left.



Phraseology Example 2:

Airport 1:

Reid-Hillview Tower, Airport 1, At Row Hotel, Request to access Runway Safety Area East of Runway 31 Right between Charlie and Delta for edge trimming. Runway 31 Right is open.

Tower:

Airport 1, Reid-Hillview Tower, proceed via Delta Yankee, Hold Short of Runway 31 Right.

