

LETTER OF AGREEMENT

EFFECTIVE: October 28, 2022

SUBJECT: Issuing and Notification Process by Reid-Hillview Airport (RHV) for Surface Area Notices to Air Missions (NOTAMs)

- 1. PURPOSE:** This agreement identifies responsibilities and procedures for notifying affected air traffic control facilities of NOTAMs created by Santa Clara County Airports staff (Staff) for the Reid Hillview Airport, hereafter referred to as “RHV 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 to be used by the Staff when issuing a Surface Area NOTAM for RHV 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 NOTAMs.
 - (2) Notify the Reid-Hillview Airport Traffic Control Tower of NOTAM issuance via phone at 408-272-7014.
 - (3) When the Reid-Hillview Airport Traffic Control Tower is not operational, Staff will notify NCT Traffic Management of NOTAM issuance via phone (916-366-4080).
 - (4) Relay the following NOTAM information:
 - (a) NOTAM keywords: Aerodrome, Runway, Taxiway, Ramp/Apron, Obstruction, or Services.
 - (b) Airport and Runway Designator (e.g. 13/31) as applicable.

Northern California TRACON and Reid-Hillview Airport

- (c) Reason/condition for the NOTAM.
- (d) Start time, end time, or the expected time period of the NOTAM.
- (5) If a NOTAM is cancelled prior to the NOTAM expiration date and time and the Reid-Hillview Airport Traffic Control tower is closed, Staff will notify NCT Traffic Management via telephone at 916-366-4080 of cancellation.

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