

County of Santa Clara

Roads & Airports Department

Airports Division
Reid-Hillview & San Martin Airports
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**PROCEDURES FOR RUNWAY INSPECTIONS
LETTER OF AGREEMENT
BETWEEN
THE COUNTY OF SANTA CLARA
AND
THE FEDERAL AVIATION ADMINISTRATION
February 2021**

In order to enhance safety during runway inspections, except in an emergency or other unusual circumstances, the following procedures shall be in effect.

To the extent possible, the runways shall be inspected from the opposite end of the active surface. For example, when aircraft are landing and departing Runways 31, the runways shall be inspected from the North threshold (Runways 13 approach end) to the South threshold.

While runway inspections are under way, ATCT Personnel shall ensure the following:

1. No aircraft shall be given permission to enter the runway for departure or takeoff purposes while the runway is actively being inspected, unless first clearing the Airport Operation Personnel from the runway.
2. No aircraft shall be lined up closer than one mile for landing on a runway currently undergoing inspection without first clearing the Airport Operation Personnel off the runway.

While runway inspections are under way, Airport Operations Personnel shall ensure the following:

1. Airport Operations Personnel will be in constant radio contact with ATCT personnel.
2. If Airport Operations Personnel must leave the vehicle while completing a runway inspection, they will carry an Aviation Radio tuned to the appropriate ATCT frequency, or use the airport vehicles outside speakers to ensure 2-way radio communication with ATCT personnel is not disrupted.

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