



Federal Aviation Administration

National Part 139 Cert Alert

****Advisory**Cautionary**Non-Directive**Advisory**Cautionary**Non-Directive**Advisory**Cautionary**Non-Directive****

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To: All Title 14 CFR Part 139 Airport Operators

Subject: NOTAM Procedure Awareness Associated with Winter Operations

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1. Purpose. This CertAlert emphasizes some key NOTAM procedures identified in Advisory Circular 150/5200-28F, *Notices to Airmen (NOTAMs) for Airport Operators*. It also reminds certificate holders and other airport operators that following best practices for the specific items listed below will enhance NOTAM effectiveness and overall winter operations safety at airports throughout the National Airspace System (NAS):

- a. Work In Progress (WIP) NOTAMs
- b. Conditions Not Monitored versus Condition Not Reported NOTAMs
- c. Field Condition NOTAMs (FICONs) and timely notification to appropriate air traffic control (ATC) facilities
- d. New Field Condition NOTAM policy about the term “Patchy”

2. Background. Four specific areas can benefit from a renewed look at NOTAM procedures and communication.

- a. **WIP NOTAMs.** NOTAMs should be explicit, especially when announcing the times snow removal operations occur.
 - Only use the WIP NOTAM for issuing winter operations information when the actual work is occurring or about to start.
 - Follow the recommended “best practice” during snow removal operations by closing the Runway via NOTAM, especially at uncontrolled airports.
 - Do not use Prior Permission Required (PPR) with WIP NOTAMs. Only use PPR during winter operations associated with closure NOTAMs.

- At uncontrolled airports, routinely monitor air traffic control frequencies when possible for traffic awareness into/out of the airport, and broadcast location/activity updates over the Common Traffic Advisory Frequency (CTAF) when airport operations vehicles are operating in the movement areas.
 - Conduct continuous monitoring and update conditions via NOTAMs to address changing conditions, equipment location, and runway status (closed or open) as work proceeds.
 - Do not use the WIP format as a blanket/long-term NOTAM. For taxiway/apron snow removal, WIP NOTAMs are routine, but they should only be active while the activity is occurring. For long-term occupation of a taxiway/apron area, a closure NOTAM is more appropriate.
- b. ***Conditions Not Reported versus Conditions Not Monitored NOTAMs.*** We encourage airport operators to use both of these NOTAM types, but operators should carefully consider which is best suited for reporting field conditions at their airports. One NOTAM type will use the key word “Aerodrome”, and the second NOTAM type may have a field condition or an observation. The two types of NOTAMs are applied as follows:
- *Conditions Not Reported:* When no surface condition reports will be made and no current observation exists, issue a single NOTAM using the keyword “Aerodrome” (AD) for the entire timeframe and the words “*SFC COND NOT REP*”. An example NOTAM is as follows: !CWA CWA AD AP SFC COND NOT REP 1812062200 – 1812090500. The plain language translation of this example is: Central Wisconsin airport surface conditions are not being reported December 06, 2018 2200 UTC until December 09, 2018 0500 UTC.
 - *Conditions Not Monitored:* When you cannot monitor the condition of the movement areas or other airfield surfaces, issue a Conditions Not Monitored NOTAM. Such NOTAMs are typically used because of staffing, operating hours, or other mitigating factors associated with airport operations. When the field conditions will not be monitored, follow the most recent observation with the words “*COND NOT MNT*”, accompanied by the corresponding date/timeframe. The timeframe during which conditions will not be monitored must fall within the NOTAM start of activity/end of validity times. An example NOTAM is as follows: !LGA LGA RWY 13 FICON 3/3/3 100 PRCT COMPACTED SNOW OBSERVED AT 1812072200. CONDITIONS NOT MNT 1812072230-1812091000. The plain language translation of this example is: LaGuardia airport Runway 13 is the landing runway and has a Runway Condition Code of “3” in all thirds, and is 100% covered by compacted snow. The field conditions are not monitored from December 7, 2018 2230 UTC through December 9, 2018 1000 UTC.
 - Do not use either scenario (*Conditions Not Reported* or *Conditions Not Monitored*) just to indicate normal operating hours. If the airport has published times in the Airport Master Record/Chart Supplement when either scenario is in effect, then a NOTAM is

only necessary to reflect when either scenario is occurring outside of the published timeframes.

c. ***FICON NOTAMs and timely notification to appropriate Air Traffic Control (ATC) facilities.*** Timely submission of NOTAMs associated with field conditions or other actions that meet NOTAM criteria is critical to ensure safety in the NAS. Therefore, airport operators should:

- Be mindful of the NOTAM system processing time to ensure timely distribution to affected facilities and users throughout the NAS.
- Understand that some information, when included in NOTAMs, may require the use of both legacy methods and available automated tools when creating the NOTAM. For example, you may need to make telephone/radio communication and transmit NOTAM information to ATC facilities or directly to air carriers to ensure any NOTAM is received before starting the activity the NOTAM describes.
- Review CertAlert 18-04, *Notices to Airmen (NOTAMs) Additional Emphasis for Airport Operators*, which provides information about time-critical NOTAM notification to appropriate ATC facilities. That language reads as follows: “.....requires the airport operator to coordinate the issuance/cancellation of NOTAMs with the air traffic facility responsible for providing clearance to aircraft at the airport. This applies to both towered and non-towered airports, and the coordination may include an enroute air traffic control facility (ARTCC), terminal radar approach (TRACON) facility, or the airport’s air traffic control tower (ATCT). It is imperative air traffic facilities be notified sufficiently in advance, or as soon as practicable, of any changes to the status of any facilities or surface area operated and maintained by the airport that may affect the safe and expeditious movement of aircraft. Incidents and accidents have occurred when this notification has not been completed with enough advance notice to air traffic facilities and inbound aircraft have attempted to land. The airport operator may need to use non-automated means (telephone or radio) to contact air traffic controllers in an ATCT, TRACON, and ARTCC because some are not equipped with automated means of receiving NOTAM information. Airport operators should be aware whether the air traffic control facilities that provide air traffic services for their airports still rely on non-automated means for notification of changes to airport conditions.”

d. ***New Field Condition NOTAM policy about the term “Patchy”.*** Based on airport operator requests, the FAA will be reintroducing the term “Patchy” to NOTAM policy with the release of the FAA Order 7930.2S, *Notices to Airmen (NOTAM)*. The Order 7930.2 release can be expected in early 2019. “Patchy” describes contaminants that may be intermittently present on the taxiway(s) and aprons. The term:

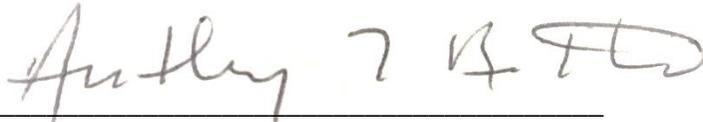
- Can apply to taxiway(s) and aprons.
- ***Cannot*** be used to describe runway contaminants.

- Should be used for taxiway(s) or aprons with 25 percent or less coverage of a particular contaminant, and where the depth is not reported.
- Can currently only be reported using the NOTAM free-form capabilities. NOTAM system business rules changes will eventually make the term available via the NOTAM manager dropdown menu.

The following example illustrates how an airport operator might use the term: “TWY A FICON PATCHY COMPACTED SN”. The plain language translation of this example is: Taxiway Alpha field condition is patchy compacted snow.

The FAA is adding guidance about the use of the term “Patchy” to Advisory Circulars 150/5200-28F, *Notices to Airmen (NOTAMs) for Airport Operators*, and 150/5200-30D, *Airport Field Condition Assessments and Winter Operations Safety*, and to Order 7930.2, *Notices to Airmen (NOTAM)*.

- 3. Recommendations.** Airport operators should review their winter operations NOTAM practices, the current guidance in AC 150/5200-28F, and their airport operations to determine if the NOTAM procedures discussed in this CertAlert require new or additional attention at their facilities.



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