

Airport Name
Air Traffic Control Tower

and

Airport Authority

LETTER OF AGREEMENT

Subject: Airport Winter Safety Operations
Effective: Date

Purpose: This letter of agreement establishes coordination procedures, and responsibilities concerning airport winter safety operations at Airport Name, during Airport Name Tower's hours of operation.

Scope: In concurrence with AC 150/5200-30, current edition, ATCT will immediately disseminate all PIREP reports of Poor or Nil to the airport operator for action. Upon receipt of a Nil PIREP by ATCT, operations will be immediately ceased. Any PIREP reporting a breaking action of Nil will require the airport to NOTAM the runway closed before the next flight operation. The runway shall remain closed until the airport operator is satisfied that the Nil condition has been nullified. Any breaking action reported by the airport operator as Nil will also necessitate the immediate closing of the runway as well. In addition, two consecutive PIREPS reporting breaking action as Poor will be taken as evidence that the runway conditions are deteriorating and an immediate assessment of the condition will be conducted by the airport operator.

Responsibility: The signatories to this Letter of Agreement agree to provide timely reports of airport conditions described herein.

Procedures: Airport Name Air Traffic Control will immediately disseminate all PIREP reports to the airport operator. Upon receipt of a Nil PIREP by ATCT, operations will be immediately ceased.

Name
Air Traffic Control Manager
Airport Name Tower

Name
Airport Manager
Airport Name