

Delta Air Lines, Inc.  
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**NATIONAL TRANSPORTATION SAFETY BOARD  
WASHINGTON, D.C.**

ATTACHMENT 7

LGA/FAA ATCT Letter of Agreement

2 Pages

# LETTER OF AGREEMENT

## *BRAKING ACTION REPORTS*

The Port Authority of New York and New Jersey  
LaGuardia Airport Operations

*and*

The Federal Aviation Administration  
LaGuardia Airport Air Traffic Control Tower

EFFECTIVE: October 1, 2012

**PURPOSE:** This Letter of Agreement (LOA) establishes procedures to be used by Port Authority Airport Operations and LaGuardia Airport (LGA) Air Traffic Control Tower (ATCT) for assessing runway pavement conditions, taking corrective actions to restore traction, and reporting and disseminating information on runway conditions.

**CANCELLATION:** This LOA supersedes and cancels the LOA dated December 3, 1983 entitled *Braking Action Reports*. This LOA shall remain in effect until canceled or superseded.

**BACKGROUND:** Airport Operations is responsible to ensure runway surfaces remain conducive to safe aircraft operations, which may be compromised by deteriorating pavement or by contaminants, such as foreign object debris (FOD), standing water, snow or ice. Airport Operations must coordinate with ATCT to gain access to runways routinely or on an emergency basis in order to conduct surface condition inspections or friction assessments.

The Federal Aviation Administration (FAA) provides guidance in the Aeronautical Information Manual (AIM) and Advisory Circular (AC) 150/5200-30C, *Airport Winter Safety and Operations*, on the transmission of braking action and friction assessment reports between ATCT, pilots and Operations. The FAA states, "no correlation has been established between the friction [Mu] values and descriptive terms on braking action reports" and therefore no longer recommends providing Mu values to pilots.

**DEFINITIONS:** PIREP refers to a pilot braking action report describing the quality of braking action using the terms "GOOD," "FAIR," "POOR," or "NIL".

### PROCEDURES & RESPONSIBILITIES

#### A. LaGuardia Airport Air Traffic Control Tower Responsibilities:

1. Solicit braking action reports (PIREPS) from pilots when weather or other conditions are conducive to deteriorating or rapidly changing runway surface conditions.
2. Promptly relay to Airport Operations all braking action reports that indicate runway braking conditions have deteriorated to FAIR, POOR or NIL. Also promptly relay reports indicating that conditions have improved to GOOD.
3. Cease aircraft operations to the effected runway upon receipt of a NIL braking action report or if requested by Airport Operations.


FEDERAL AVIATION ADMINISTRATION


APPROVED: [REDACTED]

DATE: 9/28/12

B. Port Authority Airport Operations Responsibilities:

1. Airport Operations shall conduct continuous monitoring of runway surface conditions during deteriorating weather or other conditions conducive to a loss of traction.
2. Airport Operations shall continuously monitor ATCT Tower frequency for PIREP braking action reports. If no reports are forthcoming, Airport Operations may request that ATCT solicit pilots for braking action reports.
3. When it becomes apparent that conditions may result in degraded runway surface friction, Airport Operations may conduct friction assessments using whatever techniques the Airport Duty Manager or Snow Coordinator deem appropriate, to include tactile feel, vehicle braking and/or use of continuous friction measurement equipment (CFME). If CFME is used, Airport Operations will not report Mu values.
4. Upon receipt of a NIL braking action report or an assessment of NIL braking, Airport Operations shall immediately close the effected runway before the next flight operation to conduct a surface assessment and corrective action. The runway will remain closed until Operations is satisfied that the NIL condition no longer exists.
5. When previous PIREPs have indicated GOOD or FAIR braking action, two consecutive PIREPs of POOR braking action indicate conditions have deteriorated, which may require ATCT to immediately cease aircraft operations to the effected runway. Upon receipt of two POOR braking action reports, Airport Operations shall conduct a surface assessment. If Operations has been conducting continuous monitoring, Operations shall coordinate with ATCT to conduct this assessment as soon as air traffic volume permits. If Operations has not been continuously monitoring surface conditions, Operations shall coordinate with ATCT to conduct this assessment before the next flight operation.
6. Immediately coordinate all runway closures with ATCT via the most expeditious means available (radio or telephone). Airport Operations will also immediately inform airport users any time a runway is closed via:
  - a) Primary: the Notice to Airman (NOTAM) system;
  - b) Secondary: the web-based LGA Operations Network (OPSnet) system and the High-Speed Notification System (Vortex).

  
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Ed McKenna  
Air Traffic Manager  
LaGuardia Air Traffic Control Tower

  
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Thomas L. Bosco  
General Manager  
LaGuardia Airport