

WPR11IA055
Jackson Hole, Wyoming
November 22, 2010
~09:39 MST
Gulfstream 200, N718QS
NetJets Aviation, Inc.

Survival Factors Specialist's Factual Report

Attachment 2

Letter of Agreement between JAC and JAC ATCT

2 Pages

Jackson Hole FAA Contract Tower (FCT) and Jackson Hole Airport

Letter of Agreement (LOA)

Effective: February 12, 2010

Subject: Airport Surface Condition Reporting

1. **Purpose:** This LOA establishes the responsibilities of the Jackson Hole Control Tower and Jackson Hole Airport for reporting surface conditions. It is supplemental to FAA Orders 7110.65 and 7210.3.
2. **Discussion:** Jackson Hole Airport Authority is responsible for observing and reporting the conditions of the movement areas. It is also the Airports responsibility to provide the Control Tower with this information and any other information regarding airport conditions that effect the safe operation of aircraft. Only Airport Operations may close portions or all of the movement areas. Control Tower personnel may suspend air traffic operations to any portion of the movement areas when conditions warrant.
3. **Procedures:**
 - a. Airport operations must provide the following information to the Control Tower in time for it to be useful to arriving and departing aircraft:
 - i. Movement Area surface conditions, to include describing the accumulation of contaminant.
 - ii. Friction measurements using MU numbers. Information including the type of equipment used to obtain MU values shall accompany each report.
 - iii. The above information must be passed to Ground Control as soon as practical upon completion of the runway inspection and the written report faxed to the Control Tower at (307) 732-0620.
 - iv. Airport Operations must perform a runway friction test after receiving two consecutive poor braking action reports and is responsible for issuing all NOTAMs relative to the Movement Area conditions.
 - b. Control Tower personnel must:
 - i. Issue only factual information to aircraft as reported by Airport Operations personnel concerning the condition of the movement areas, to include describing the accumulation of contaminant and MU numbers when applicable.
 - ii. When Control Tower personnel observe or are informed of any conditions which affect the safe use of a movement area, report this information to Airport Operations. If unable to contact Airport Operations in a timely manner, suspend operations to the affected surfaces and inform Airport Operations as soon as possible.
 - iii. Inform Airport Operations of Pilot Reports (PIREPS) of braking action or conditions that differ from those reported by Airport Operations as well as



FEB 22 2010

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FEB 28 2010 

deteriorating braking action reports of "fair", "poor", "nil" and when conditions improve to "good"..

- iv. Notify Airport Operations when 2 consecutive poor braking action PIREPs are received.
- v. Suspend operations on Runway 01/19 immediately if Control Tower personnel receive a PIREP of NIL on that surface. Inform Airport Operation as soon as practical of suspended operations.

Rick Schmidt
Air Traffic Manager
Jackson Hole FCT




Craig Logan
Director of Operations
Jackson Hole Airport

FEB 22 2010

2

FEB 28 2010

