



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Airport - Highways - Parks

3715 Newville Road, Janesville, WI 53545
Phone: (608)757-5450 Fax: (608)757-5470
www.co.rock.wi.us

**Note: Date,
Time &
Location**

Public Works Committee Meeting – Airport
Thursday, November 16, 2017 – 5:30 p.m.
County Board Hearing Room
Fourth Floor/Courthouse East

**Amended
11/13/2017**

A G E N D A

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications, and Announcements
4. **AIRPORT BUSINESS**
 - a. Discussion and Possible Action – **Conditional** Approval of Southern Wisconsin Regional Airport and Janesville FAA Contract Tower Letter of Agreement
5. Adjournment

**Southern Wisconsin Regional Airport
and
Janesville FAA Contract Tower**

LETTER OF AGREEMENT

EFFECTIVE: TBD

SUBJECT: Uncontrolled Vehicles on Closed Runways

1. **PURPOSE.** To delineate the responsibilities of the Janesville (JVL) FAA Contract Tower (FCT) and the Southern Wisconsin Regional Airport (SWRA) necessary when vehicles and personnel operate on closed runways at the SWRA.
2. **BACKGROUND:** Background: Per FAA Order 7110.65 movement of vehicles on closed runways must be controlled by JVL FCT personnel. SWRA has three intersecting runways, and this communication between JVL FCT and SWRA personnel hinders work progress during mowing and snow removal operations by causing personnel performing these duties to repeatedly stop, wait for clearance, and restart. This increases the amount of time required to perform the work necessary in order to reopen the runways.
3. **SCOPE.** This agreement outlines procedures between JVL FCT and the SWRA whenever runways are closed and vehicles operate on those closed runway(s).
4. **RESPONSIBILITIES.**
 - a. JVL FCT
 - 1) Upon receiving a Notice to Airmen (NOTAM) which delineates that a runway(s) is closed, JVL FCT shall authorize vehicles and personnel to operate on those runways and adjacent closed runway safety areas without Air Traffic Control (ATC) clearance from the JVL FCT. ***NOTE: Vehicles and personnel shall request and receive ATC clearance to operate on all open runways.***
 - 2) Upon receiving a cancellation of a NOTAM that previously closed a runway(s) JVL FCT shall control all vehicles and personnel entering and exiting that affected runway(s) and adjacent closed runway safety areas.
 - b. SWRA
 - 1) Close affected runway(s) by NOTAM.

- 2) Notify JVL FCT personnel of runway(s) closures via commercial telephone or air traffic control radio frequencies.
- 3) Open the closed runway(s) once work is completed on those affected runway(s) via NOTAM cancellation.
- 4) Notify JVL FCT personnel of runway(s) reopening via commercial telephone or air traffic control radio frequencies.
- 5) Request and receive ATC clearance to operate on all open runways.

Earl E. Arrowood
Air Traffic Manager
Janesville FCT
Midwest Air Traffic Control, Inc.

Duane M. Jorgenson Jr.
Public Works Director
Rock County, WI