

Exhibit 4 – Letters of Agreement

Original Date: 12/3/2004

Revision Date: 5/7/2024

FAA Approval:



Rochester Airport Company and City of Rochester

Letter of Agreement

Effective August 1, 2016

Subject: Airport Emergency Medical Services

Purpose. The purpose of this agreement is to define who is responsible for providing Emergency Medical Services (EMS) at the Rochester International Airport.

1. Cancellation. This Letter of Agreement supersedes any previous Letter of Agreement related to EMS that may have been in place prior to the date of this Agreement and will remain in place until cancelled by either party.

2. Scope. If an event occurs at the Rochester International Airport that requires emergency medical response, the City of Rochester Fire Department (RFD) will be the primary responder for EMS.

3. Responsibilities.

- a. Rochester Airport Operations: Upon learning of an Emergency Medical Call, alert RFD by radio or 911.
- b. Rochester Fire Department respond to airport contact Rochester Airport Operations on radio (AP Fire Tac) or Airport Cell 507-254-1161
- c. Mayo Medical Transport will provide Advanced Life Support (ALS) care and transport patient to care facility.

4. Reason. The Rochester Airport Company is not part of the Olmsted County 911 system. If a person or persons call 911 from the aircraft or Rochester International Airport property the Rochester Airport Company operations personnel may not even be aware of the medical situation.

The Rochester International Airport is inside the city limits of Rochester. Therefore, RFD has an obligation to respond to all Medical Calls in their jurisdiction.

AFFIRMED:

 7/28/16

Steven Belau
Deputy Chief – Operations
Rochester Fire Department

Date

 7/28/16

John C. Reed
Executive Airport Director
Rochester Airport Company

Date



ROCHESTER AIRPORT COMPANY
ROCHESTER AIRPORT TRAFFIC CONTROL TOWER
133d AIRLIFT WING

LETTER OF AGREEMENT

EFFECTIVE: February 5, 2001

This Letter of Agreement between Rochester Airport Company and Rochester Airport Traffic Control Tower and 133d Airlift Wing (133AW) outlines agreed upon procedures for the use of the Rochester Drop Zone.

1. **PURPOSE:** To establish procedures and responsibilities for the control of aircraft/vehicles using the Rochester Drop Zone(DZ).
2. **RESPONSIBILITIES:**
 - a. The 133 AW will use the drop zone from November 15 through April 15. The 133 AW will airdrop only training bundles (15lb sandbags with a 68" pilot parachute).
 - b. Drop zone procedures are only authorized when the reported ceiling at the Rochester airport is a least 2200 feet and visibility is at least 3 miles.
 - c. Drop Zone Officers (DZO's) will enter the drop zone area from the gate at the corner of 80th Street SW and 31st Ave. DZO's will contact "Rochester Ground" on frequency 121.9 upon entering the gate and will monitor the frequency continuously while operating on airport property. Upon conclusion of their duties, DZO's will report leaving airport property. DZO's will remain clear of all runway/taxiway safety (mowed) areas.
 - d. The 133 AW will fax the proposed airdrop schedule to the airport manager (Mr. Steven Leqve - fax 507-282-2346) and Rochester Airport Traffic Control Tower (fax 507-289-6561) on a monthly basis two weeks prior to the month in question. A typical monthly flying schedule might include airdrops scheduled from 1100L-1300L, 1600L-1800L and 1900L-2100L for 2-3 days during two weeks of the month.
 - e. The airport/operator covenants and expressly agrees that with regard to any liability which may arise from the operation within the Rochester Airport drop zone, that party shall be solely and exclusively liable for the negligence of its own agents, servants, and/or employees, in accordance with applicable law, and that neither party looks to the other to save or hold it harmless for the consequences of any negligence on the part of one of its own agents, servants, and/or employees.

3. **PROCEDURES:** Rochester DZ will be a bi-directional drop zone with similar procedures for each direction. The active runway will determine which drop zone will be used. Refer to Attachments 1 & 2, RST DZ 13 & RST DZ 31.

a. Rochester Drop Zone 13 Procedure:

The C-130 formation will initiate "RST DZ 13 Procedure" at Halfway VOR (FOW). Formation will expect ATC hand off between FOW and the 20NM IP (RST 332/024). The formation will request the "DZ 13 Procedure" from RST Approach. Requested routing after the airdrop (SKE or VIS route after RCP point) will be coordinated at this time. Formation will maintain 3000 MSL, 210 KIAS direct to the IP and then turn inbound. Prior to the 15NM point (the go/no-go decision point), the tower will either commit to run-in or direct the formation to go "into the box". See Attachment 1 for "box" details. Once formation receives run-in clearance, drop sequence will be completed. Formation will continue to maintain 3000 MSL, 210 KIAS until reaching either the 13NM or 9NM slow down point. Formation will cancel IFR clearance prior to leaving 3000 MSL. Drop sequence will be flown between 400 AGL and 1000 AGL between 130-140 KIAS. After airdrop, formation will maintain run-in heading for 60 seconds (**both SKE and VIS**) prior to making the escape maneuver. Formation will escape to the RCP where another SKE/VIS route or tower pick-up for pattern work will be initiated. All routes to the west will maintain 3000 MSL (SKE), to the east 4000 MSL.

b. RST Runway 31 Procedure:

The C-130 formation will initiate "RST DZ 31 Procedure" at Waukon VOR (UKN). Formation will expect ATC hand off between UKN and the 20NM IP (RST 106/019). The formation will request the "DZ 31 Procedure" from RST Approach. Requested routing after the airdrop (SKE or VIS route after RCP point) will be coordinated at this time. Formation will maintain 4000 MSL, 210 KIAS direct to the IP and then request 3000 MSL after turning inbound. Prior to the 15NM point (the go/no-go decision point), the tower will either commit to run-in or direct the formation to go "into the box". See Attachment 2 for "box" details. Once formation receives run-in clearance, drop sequence will be completed. Formation will continue to maintain 3000 MSL, 210 KIAS until reaching either the 13NM or 9NM slow down point. Formation will cancel IFR clearance prior to leaving 3000 MSL. Drop sequence will be flown between 400 AGL and 1000 AGL between 130-140 KIAS. After airdrop, formation will maintain run-in heading for 60 seconds (**both SKE and VIS**) prior to making the escape maneuver. Formation will escape to the RCP where another SKE/VIS route or tower pick-up for pattern work will be initiated. All SKE routes to the west will maintain 3000 MSL, to the east 4000 MSL.

4. **ATTACHMENTS 1-3:** Rochester Drop Zone Templates.

Patrick M Meagher

PATRICK M. MEAGHER, Lt Col, USAF
133AW OPERATIONS GROUP COMMANDER

Steven W Leque

STEVEN W. LEQUE
ROCHESTER AIRPORT MANAGER

William Johnston

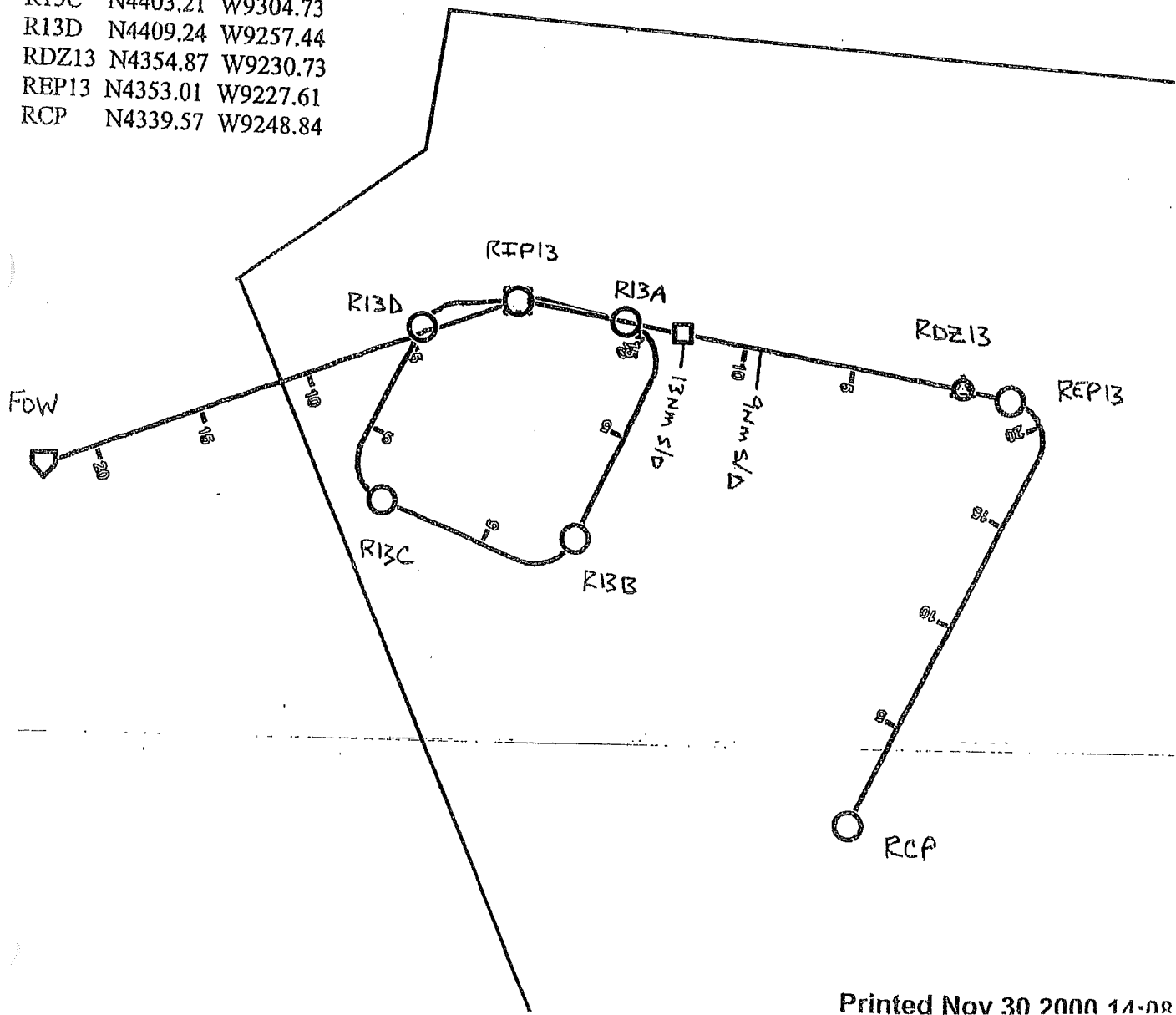
WILLIAM JOHNSTON
FAA AIR TRAFFIC MANAGER

FAA Approval:

Patrick Meagher

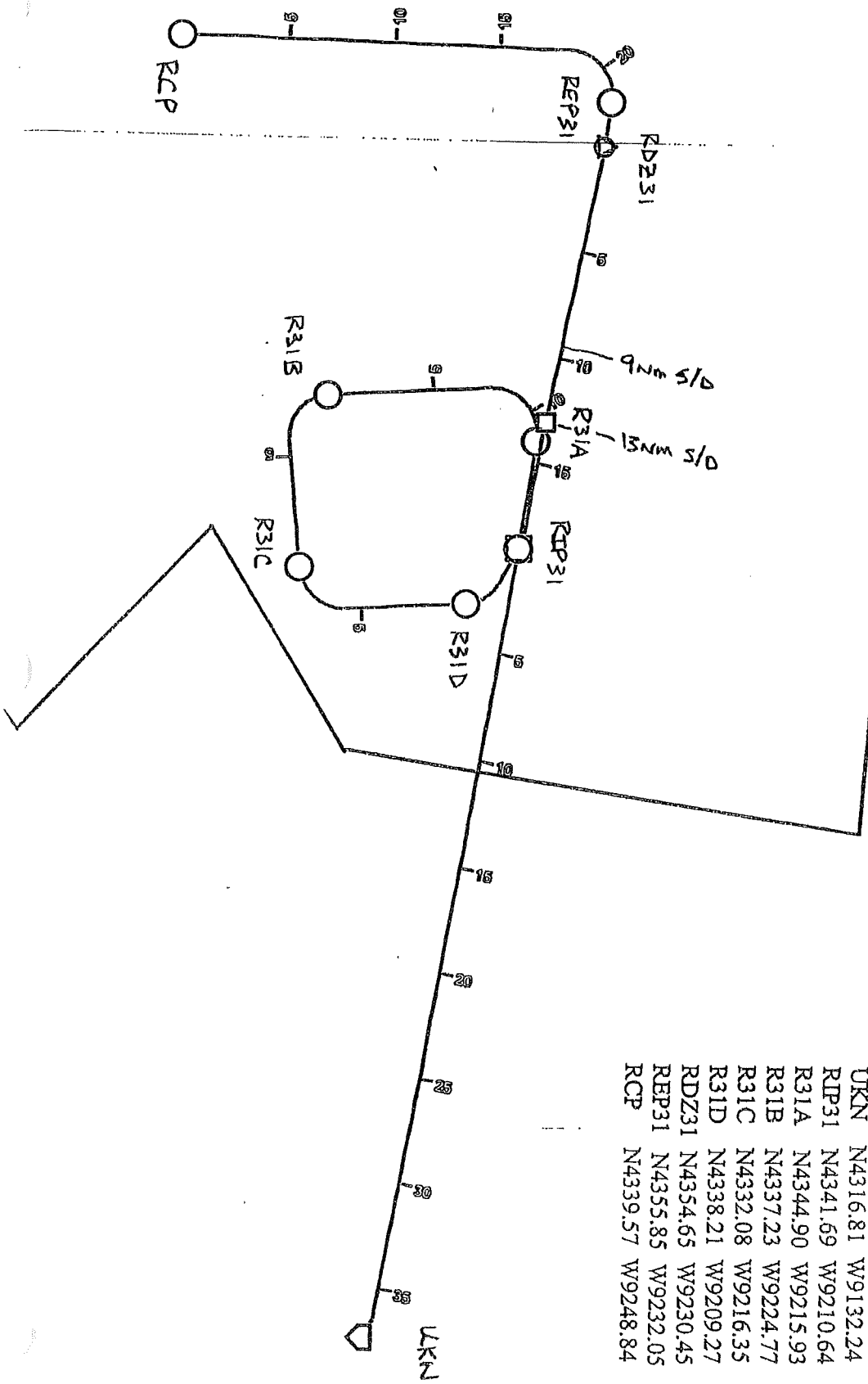
RST DZ 13

FOW N4412.23 W9322.23
RIP13 N4408.15 W9251.46
R13A N4404.86 W9246.23
R13B N4357.31 W9255.31
R13C N4403.21 W9304.73
R13D N4409.24 W9257.44
RDZ13 N4354.87 W9230.73
REP13 N4353.01 W9227.61
RCP N4339.57 W9248.84

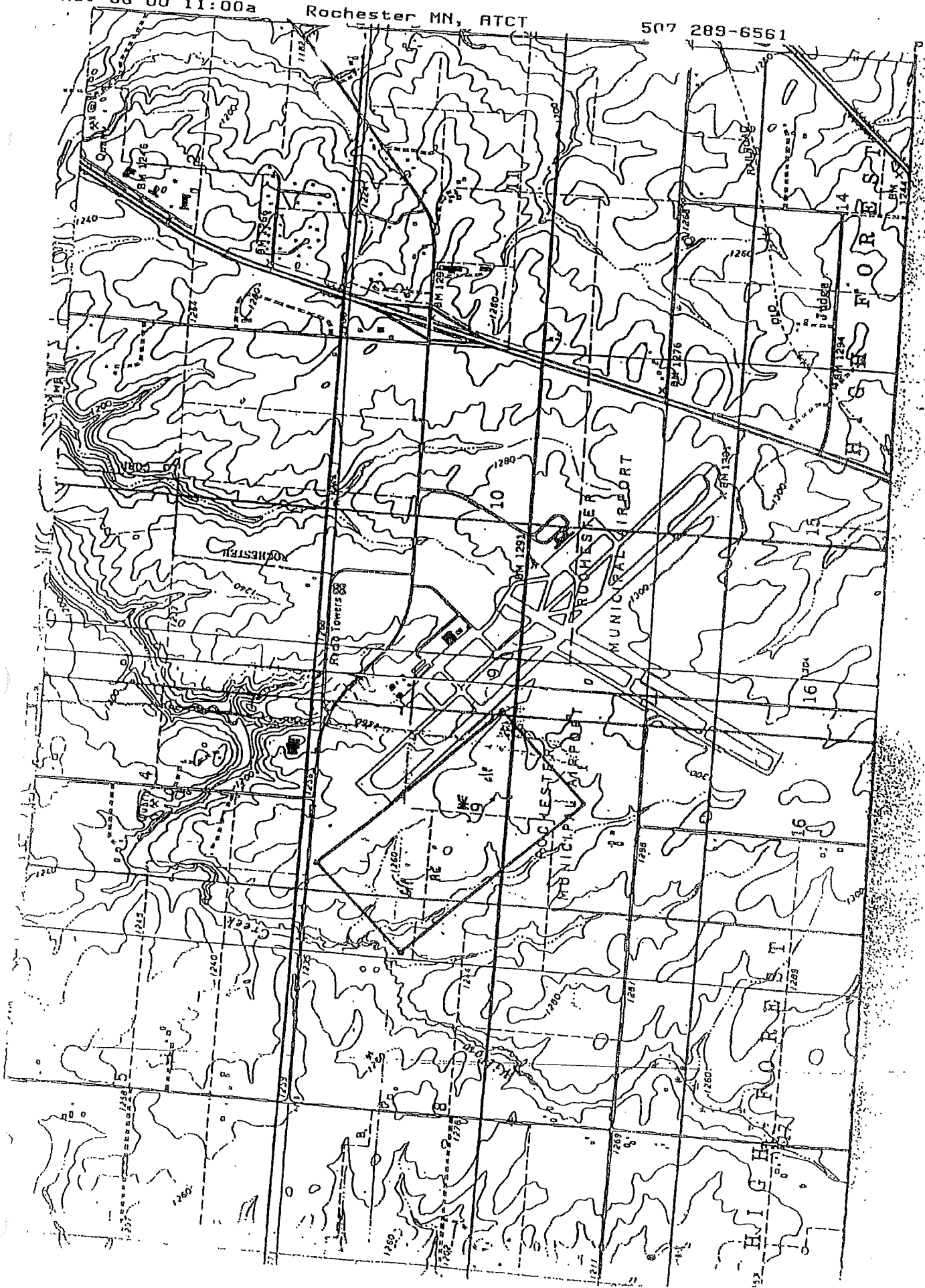


1:500 K - Equal Arc Projection

RST DZ 31



UKN	N4316.81	W9132.24
RCP31	N4341.69	W9210.64
R31A	N4344.90	W9215.93
R31B	N4337.23	W9224.77
R31C	N4332.08	W9216.35
R31D	N4338.21	W9209.27
RDZ31	N4354.65	W9230.45
REP31	N4355.85	W9232.05
RCP	N4339.57	W9248.84



**Rochester Airport Traffic Control Tower (RST ATCT) and
Rochester Airport Company (RAC)**

LETTER OF AGREEMENT

Effective Date: 04/28/2017

SUBJECT: Notification Process by the Airport for Surface Area NOTAMs

1. **PURPOSE.** This agreement identifies responsibility for notification of the affected Air Traffic Control Tower (ATC) facility of Surface Area Notices to Airmen (NOTAMs) created by the Airport.
2. **DISTRIBUTION.** RST ATCT, RAC.
3. **CANCELLATION.** Rochester Air Traffic Control Tower (RST ATCT and Rochester Airport Company (RAC) , Notification Process by the Airport for Surface Area NOTAMs Letter of Agreement dated November 11, 2013 is canceled.
4. **SCOPE.** The procedures outlined are to be used to standardize issuing surface NOTAMs and the communications process between the RAC and RST ATCT.
5. **RESPONSIBILITIES.** According to the NOTAM Manual (JO 7930.2), the Airport is responsible for observing and reporting the condition of movement areas and other surface area NOTAMs associated with the Airport. The Surface Area NOTAMs include Aerodrome, Runway, Taxiway, Apron, Ramp, Services and Obstruction.
6. **PROCEDURES.** The Airport is using web-based software to directly enter Surface Area NOTAMs to the United States NOTAM System (USNS).
 - a. Notification of RST ATCT. The RAC must notify the RST ATCT when NOTAMs are generated or cancelled. The notification process is as follows:
 - (1) The RAC must notify RST ATCT, when operational, via phone or radio, of NOTAMs according to the following list:
 - (a) **Aerodrome** – all NOTAMs.
 - (b) **Runway** – all NOTAMs.
 - (c) **Taxiway** – all Movement area NOTAMs and all Non-movement area NOTAMs that impact normal flow operations.
 - (d) **Ramp/Apron** – all NOTAMs that impact normal flow operations.
 - (e) **Obstruction** – all NOTAMs.
 - (f) **Services** – all NOTAMs.

(2) The information included in the notification must be:

- (a) The NOTAM keyword (Aerodrome, Runway, Taxiway, Ramp/Apron, Obstruction or Services).
- (b) The designator (such as 13/31 or de-ice area).
- (c) The reason/condition for the NOTAMs.
- (d) The start time, end time, or the expected time period for the NOTAM.


Examples:

"Taxiway papa one closed from one five zero zero to one seven zero zero Zulu."


"Runway one eight center / three six center thin loose snow swept braking action fair at one eight one zero Zulu."

"Aerodrome closed from two one zero zero to two two zero zero UTC."

c. FAILURE OF THE DIRECT-ENTRY NOTAM SYSTEM. If there is a failure to the NOTAM system, the Airport will alert the appropriate Approach Control facility to this fact and revert to the legacy system. The Airport must continue to notify the appropriate controlling Approach Control facility for all surface NOTAMs listed in this agreement, regardless of the NOTAM system used.


Paula A. Wallace
Air Traffic Manager
Rochester Air Traffic Control Tower


John C. Reed, A. A. E.
Executive Airport Director
Rochester International Airport

FAA Approval: 
5/19/2017

Rochester Airport Traffic Control Tower and Rochester Airport Company

Letter of Agreement

EFFECTIVE: July 1, 2020

SUBJECT: EXCHANGE OF BRAKING ACTION AND FIELD CONDITION REPORTS/NOTIFICATIONS

1. PURPOSE: This order assigns responsibility between the Rochester Airport Traffic Control Tower (RST ATCT) and the Rochester Airport Company (RAC) for collecting, managing, and disseminating information on the status of airport surfaces, for the exchange of braking action information.

2. CANCELLATION: Letter of Agreement, Exchange of Braking Action Reports, dated February 16, 2017.

3. GENERAL RESPONSIBILITIES:

a. RAC must

(1) Advise RST ATCT of airfield conditions that may affect the safe use of movement and non- movement areas and issue appropriate NOTAMs. These conditions may include but are not limited to construction, maintenance, wildlife mitigation efforts, severe weather, and aircraft accidents/incidents.

(2) Conduct field checks of airport surfaces to identify conditions that may affect the safe operation of aircraft.

(3) Initiate NOTAM's as required.

(4) Advise RST ATCT via radio (121.9 or 118.3) or phone of current Runway Condition Codes (RwyCC) implemented under the Runway Condition Assessment Matrix (RCAM) Criteria. Current Runway Condition Codes and observed runway conditions must be relayed in a timely manner. Updates will occur more frequently if required.

(5) Require snow removal equipment operators to advise RST ATCT when they have suspended snow removal operations temporarily or for the remainder of the day.

(6) Issue a NOTAM whenever snow removal operations are in effect.

(7) Advise RST ATCT either by radio (121.9 or 118.3) or phone (507-424-8111) when any type of NOTAM is issued or changes are made.

Page 1

FAA- *London A. Howard*
12/17/2020

b. RST ATCT must:

(1) Convey to RAC any operationally pertinent information, drifting snow, or other conditions which may affect the safe use of movement or non-movement areas via radio (121.9 or 118.3) or shop cell phone.

(2) Advise the RAC when pilot-reported braking action has deteriorated to medium, poor, or nil, or has improved to good.

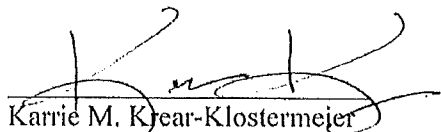
(3) Discontinue use to an impacted runway, taxiway, or ramp and advise the RAC of any reported or observed foreign object debris (FOD) on runways, taxiways, or ramps until RAC personnel can inspect the surface in question.

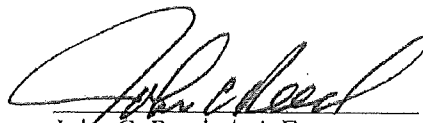
4. CHANGES TO BRAKING ACTION

a. RAC must advise RST ATCT promptly and verbally of any braking action changes, using the terms "good", "medium", "poor", "nil", or a combination of these terms.

b. RST ATCT must discontinue use to an impacted runway or taxiway when a "nil" or two (2) consecutive "poor" PIREPs are received until RAC personnel can inspect and evaluate the runway.

Note: Current regulations require the airport to close the runway upon a receipt of a "nil" braking action PIREP or two (2) consecutive "poor" PIREPs. If the Pilot in Command of the aircraft determines that it is necessary to land on a closed runway, ATC will handle the situation in accordance with JO 7110.65 paragraph 3-3-2.


Karrie M. Klear-Klostermeier
Air Traffic Manager
Rochester Airport Traffic Control Tower


John C. Reed, A.A.E.
Executive Airport Director
Rochester International Airport

ROCHESTER AIR TRAFFIC CONTROL TOWER AND ROCHESTER AIRPORT COMPANY

LETTER OF AGREEMENT

EFFECTIVE: APRIL 20, 2023

SUBJECT: LAND AND HOLD SHORT OPERATIONS

1. PURPOSE: This Agreement delineates the responsibilities of the Federal Aviation Administration (FAA) and the Rochester Airport Company that are necessary for carrying out Land and Hold Short Operations (LAHSO) on specified runways at Rochester International Airport.

2. BACKGROUND: LAHSO is an air traffic control procedure which permits the issuance of landing clearances to aircraft to land and hold short of an intersecting runway. It is a procedure designed to increase airport capacity and to more efficiently move aircraft within the terminal airspace and on the airport surface.

3. SCOPE: Approved LAHSO Runway/Locations. The following runway hold short locations are approved for conduction LAHSO at Rochester International Airport:

Runway	Location	Designation
31	Prior to Rwy 3/21 intersection	Day, Dry
13	Prior to Rwy 3/21 intersection	Day, Dry
3	Prior to Rwy 13/31 intersection	Day, Dry

4. RESPONSIBILITIES OF ROCHESTER AIRPORT COMPANY: In order to conduct LAHSO at the Rochester International Airport, the Rochester Airport Company agrees to be responsible for the following actions:

a. Maintain LAHSO runway markings and signs at all of the above specified locations in accordance with FAA AC150/5340-1 and AC 150/5340-18.

b. Provide FAA with distance measurements from the landing runway threshold to the LAHSO runway marking at each specified LAHSO location.

c. Notify the FAA air traffic control tower whenever runway markings, signs, and/or visual glideslope indicators (Rwy 13 and 31 PAPI and Rwy 03 VASI) are inoperative.

d. Notify the FAA control tower when Runway Condition Codes are less than 6.

e. Issue appropriate NOTAMs relating to LAHSO.



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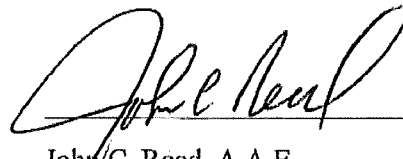
LAND AND HOLD SHORT OPERATIONS

5. RESPONSIBILITIES OF THE FAA AIR TRAFFIC CONTROL TOWER: In conducting LAHSO at Rochester International Airport, the FAA shall be responsible for the following:

- a. Publish a list of runways at Rochester International Airport that are approved for LAHSO, together with the available landing distance for each hold-short location.
- b. Terminating LAHSO on any approved runway location whenever Rochester Airport Company reports that signs or markings are not in accordance with applicable directives.
- c. Terminating LAHSO at any location when, in the judgement of the Air Traffic Manager, conditions are such that an unsafe operation may result.

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Jo Ann Larson
Air Traffic Manager
Rochester Air Traffic Control Tower



John C. Reed, A.A.E
Executive Airport Director
Rochester International Airport



ROCHESTER AIR TRAFFIC CONTROL TOWER AND ROCHESTER AIRPORT COMPANY
LETTER OF AGREEMENT

EFFECTIVE: APRIL 20, 2023

SUBJECT: OPERATION OF AIRPORT LIGHTING

1. **PURPOSE:** To specify procedures and responsibilities for operation of the airport lighting systems when the RST Tower is open and when it is closed.
2. **CANCELLATION:** Rochester Air Traffic Control Tower (RST ATCT) and Rochester Airport Company (RAC) Letter of Agreement (LOA), *Operation of Airport Lighting*, dated July 1, 2020.
3. **SCOPE:** These procedures are applicable to all ATC personnel and all RAC personnel.
4. **SYSTEM INFORMATION:**
 - a. RY 13/31 centerline lighting intensity is slaved to runway edge lighting intensity.
 - b. RY 03 REIL is slaved to the medium and high intensity positions of the RY 03/21 MRL.
 - c. RY 21 REIL is slaved to RY 03/21 runway edge lighting intensity when RY 21 is set to visibility. RY 21 REIL can also be turned on independent of the runway edge lighting intensity.
 - d. RY 13 PAPI, RY 31 PAPI, RY 21 PAPI, and RY 03 VASI remain on at all times.

5. **PROCEDURES:**

- a. RST ATCT must:
 - (1) Ensure that all affected personnel are trained in the operation of airport lighting.
 - (2) When open, operate airport lighting on the lighting control touch screen (LCTS) in accordance with FAA Order 7110.65. Air traffic controllers may set lighting intensity for each circuit under ATCT control by entering the current visibility on the LTCS. In this case, LTCS program logic automatically selects appropriate intensity. Controllers may also set lighting intensities manually, regardless of visibility setting (if any).
 - (3) Notify the RAC:
 - (a) Of malfunctions with airfield lighting or the airfield lighting panel.
 - (b) When visibility is falling and it appears utilization of Special Category II ILS approaches are imminent, (The RVR has decreased to 2400).
 - (c) When Special Category II ILS approaches will no longer be utilized.



(4) Report to the MOCC when the RAC advises Special Category II ILS airfield lighting is unusable.

b. RAC must:

(1) Ensure all affected personnel are trained in the operation of airport lighting.

(2) Advise RST ATCT of any modifications to the default hardware or LTCS program logic configurations.

(3) Publish Airfield Lighting NOTAMs and maintain the airfield lighting panel in the tower.

(4) Perform inspections of airfield lighting systems per the Airport Certification Manual.

(5) Upon receiving notification from RST ATCT that utilization of Special Category II ILS approaches are imminent, perform initial and periodic (every eight hours) airfield light inspections, as required. Upon performance of initial inspection, notify RST ATCT of the following results:

(a) Special Category II ILS airfield lighting is usable for Special CAT II operations or

(b) Airfield lighting is not usable for Special CAT II operations.

(6) If a periodic inspection reveals that airfield lighting is not usable for Special CAT II operations, notify RST ATCT and issue the appropriate airfield lighting NOTAM.

(7) If unable to perform the initial airfield lighting inspection, notify RST ATCT that Special Category II ILS operations are not authorized until a lighting inspection is complete and advise RST ATCT of an estimated inspection time.

6. CLOSING PROCEDURES:

a. When closing, RST ATCT must select “pilot control” for the runway most favored by the current winds at the time of closing.

b. If, for any reason, RAC requests that runway or taxiway lights be left on during the hours that RST ATCT is closed, RAC must notify the RST ATCT prior to closing, and must be responsible for the requested lighting operation after RST ATCT is closed.

7. CONSTRUCTION/REPAIR PROCEDURES: When construction or repair work is in progress, the following must apply. (Note: This paragraph does not apply to routine changing of light bulbs.)

a. RAC must be responsible to lock out the field lighting system power supplies as necessary prior to repair/construction work.

b. RAC must take control of the lighting control panel and ensure that operation of the touch screen panel or remote control switches in the ATC facility will not energize the system.

c. Air traffic controllers must not be requested to assume control of the field lighting system during repair work.



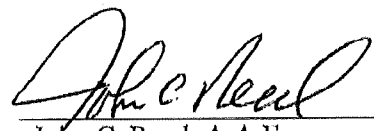
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LOA – RST ATCT and RAC Operation of Airport Lighting

- d. Air traffic controllers must not be responsible to assure the lighting systems are de-energized during repair/construction work.
- e. Runway lights must not be lighted if a NOTAM closing that runway is in effect.
- f. Taxiway lights that can be isolated with individual circuit control must not be lighted when that taxiway is closed by NOTAM.

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Jo Ann Larson
Air Traffic Manager
Rochester Air Traffic Control Tower



John C. Reed, A.A.E
Executive Airport Director
Rochester International Airport



**ROCHESTER AIRPORT TRAFFIC CONTROL TOWER (RST ATCT)
AND
ROCHESTER AIRPORT COMPANY (RAC)**

LETTER OF AGREEMENT

EFFECTIVE: 04/20/2023

SUBJECT: CONTROL OF AIRCRAFT/VEHICLES OPERATING ON ROCHESTER AIRPORT

- 1. PURPOSE:** This agreement establishes procedures and responsibilities for 1) communication requirements between airport vehicles and RST ATCT, and 2) movement area access for vehicles and personnel.
- 2. CANCELLATION:** Letter of Agreement (LOA), Control of Aircraft/Vehicles Operating on Rochester Airport, dated July 1, 2020, is canceled.
- 3. SCOPE:** These procedures are applicable to all ATC personnel and all RAC personnel.
- 4. DEFINITIONS:**
 - a. Movement Area-** The runways, taxiways, and other areas of the airport which are utilized for taxiing, take-off and landing of aircraft, exclusive of loading ramps and parking areas.
 - b. Non-Movement Area-** The parking areas, loading ramps, and hangar areas under the jurisdiction of Airport Management.
 - c. Priority 1-** Runway 13/31, Taxiways A, A1, A10, and C, Terminal Ramp (areas necessary to support scheduled passenger flights), ARFF Station, Cargo Ramp (areas necessary to support scheduled air cargo flights) and Vehicle Gate #6 (Default access gate for mutual aid).
 - d. Priority 2-** Runway 3/21, Service Ramp, Taxiways B1, B2, B3, D, A3, A6, A7, A8, A9, E, F, G, H, J, K and M.
 - e. Priority 3-** T-Hangar taxi lines, Perimeter roads, Remaining access roads and gates.

5. RESPONSIBILITIES:

- a.** The RAC and RST ATCT are responsible for ensuring that all affected personnel are trained in the proper communication and vehicle access requirements.



b. Airport Management must require that all vehicle operators contact the Tower for approval prior to entering an active runway or taxiway. For the purposes of this agreement, the term "active runway or taxiway" means any runway or taxiway that has not been permanently closed or is not currently closed through the issuance of a Notice to Air Missions (NOTAM).

c. Opening and Closing Runways:

1) RAC is responsible for opening and closing runways. The Tower may only temporarily suspend runway operations.

2) RAC must accomplish the following when opening and closing a runway:

a) Issue or cancel NOTAMs

b) Issue or update any Runway Condition Codes (RCCs)

c) Advise RST ATCT of the planned closure time and estimated duration of the closure.

d) Advise RST ATCT when the runway is closed and when it is open in real time via radio or recorded telephone line (504-424-8111). This is when the Tower will cease or resume operations on the runway.

e) Advise RST ATCT if any portion of the closed runway will be available for ground movement purposes.

f) Be responsible for placing barricades and/or lighted mobile runway closed "X" signs for long-term closures as required by FAA directives.

6. Procedures. RAC must:

a. RAC personnel must receive a clearance from RST ATCT prior to entering any movement area. RAC personnel will request a clearance for access to movement areas on the Ground Control frequency, 121.9.

b. RAC personnel requesting to operate on any runway, other than crossing, will conduct communications with RST ATCT on the Tower frequency, 118.3, when holding short of the runway(s) on which they intend to operate. *In the event of an emergency*, ARFF personnel will utilize 118.3 for all communications. RAX personnel, especially during winter snow removal operations, must have the ability to receive communications between RST ATCT and arriving and departing aircraft to ensure the safety of RAC personnel.

c. Vehicles must use the service road as a primary access route when traversing from the maintenance facility and terminal locations to the general aviation facility. Runway crossings should be minimized and kept to an operational necessity.

d. Vehicle operators must yield to all aircraft operating on a designated movement area.

e. Vehicle/equipment operators instructed by RST ATCT to exit a runway must exit at the nearest available taxiway and report "off" the runway.

f. Vehicles must read back hold short restrictions. Hold short restrictions remain in effect until the restriction is **specifically canceled**. Clearance to cross a runway is a one-time authorization for crossing at that specific point.

g. RAC has jurisdictional responsibility for the movement of all aircraft/vehicles on the aircraft loading/parking areas and service/perimeter roads. Information from RST ATCT related to the movement of aircraft/vehicles on the aircraft loading/parking areas and/or service perimeter roads is advisory in nature and does not imply control of responsibility.

h. When RAC has closed a movement area, that surface is released to the RAC for movement area access purposes. Vehicles authorized by RAC may operate on closed runways and taxiways without ATC clearance, and while operating on closed runways or taxiways, other closed runways or taxiways may be crossed without ATC clearance.

i. When RAC has closed a movement area, RAC will notify RST ATCT of any portion of a closed movement area that has been made available to ATC for aircraft ground movement (taxiing) purposes (i.e., crossing point). These areas must be treated as a taxiway in that all vehicles must contact ground control to cross or access those portions of the closed runway or taxiway.

j. Notify RST ATCT:

1) On a frequency or recorded landline (507-424-8111) when a runway is open or closed and changes are made to published NOTAMs.

2) When closed movement areas are available for use, use the terms defined in 6 i.

k. During designated airport events, i.e. air show, aircraft may operate on closed runways without ATC clearance, and while operating on closed runways, other closed runways may be crossed without ATC clearance.

JO ANN M LARSON
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Jo Ann Larson
Air Traffic Manager
Rochester Air Traffic Control Tower



John C. Reed, A.A.E
Executive Airport Director
Rochester International Airport

 Federal Aviation Administration
Great Lakes Region Airports Division
APPROVED
May 07 2024
Erasmio Alarcon
Airport Certification Safety Inspector

ROCHESTER AIR TRAFFIC CONTROL TOWER (RST ATCT)
AND
ROCHESTER SYSTEMS AND SUPPORT CENTER (RST SSC)
AND
ROCHESTER AIRPORT COMPANY (RAC)

LETTER OF AGREEMENT

Effective 04/20/2023

SUBJECT: Requirements for Operating in the Runway Safety Area (RSA)

1. **PURPOSE:** This Letter of Agreement (LOA) defines the responsibilities and procedures for parties entering into this agreement and prescribes what must be considered for accessing, operating within, and exiting the airport's RSA during aircraft operations. This document does not include the runway and taxiway movement areas as depicted in other Movement Area LOAs.

2. **SCOPE:** The safety area surrounding a runway is intended to provide an additional level of safety should there be a lateral excursion, an overrun, or undershoot by an aircraft. The primary objective is to maintain the full RSA free of objects, including large equipment, personnel, and vehicles. Authorized RSA activity includes NAVAID and airfield maintenance. The RSA is active only when the associated runway is open.

3. **DEFINITION.** Runway Safety Area (RSA): The surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of undershoot, overshoot, or excursion from the runway.

4. RESPONSIBILITIES:

a. RAC Must:

- 1) Require and provide training for personnel authorized to operate within the RSA.
- 2) Obtain permission from RST ATCT prior to operating within any active RSA.
- 3) Maintain continuous two way radio communication with Local Control 118.3 unless otherwise instructed while operating within any active RSA.

b. RST SSC Must:

- 1) Require and provide training for personnel authorized to operate within the RSA.
- 2) Obtain permission from RST ATCT prior to operating within any active RSA.
- 3) Maintain continuous two way radio communication with Local Control 118.3 unless otherwise instructed while operating within any active RSA.



c. RST ATCT Must:

- 1) Provide training for ATCT personnel on RSA procedures.
- 2) Control access to active RSAs.
- 3) Maintain continuous two way radio communication with personnel operating within any active RSA.
- 4) When Conditions warrant the protection of ILS Critical Areas, instruct RST SSC and/or RAC vehicles to remain clear of localizer and/or ILS arrays.

5. PROCEDURES: During aircraft operations

a. RST SSC and RAC personnel requesting access to active RSAs must:

- 1) Establish communication with RST ATCT and advise intentions.
- 2) Maintain continuous two way radio communication with Local Control 118.3 (unless otherwise instructed) while operating within active RSAs.
- 3) When instructed by RST ATCT, remain clear of localizer and/or ILS arrays.
- 4) Upon exiting the RSA, personnel will notify RST ATCT when all personnel are clear of the RSA.

b. RST ATCT personnel will provide permission for access into the active RSA and provide advisories to arriving and departing aircraft in accordance with FAA JO7110.65.

c. RAC authorizes the following activities in RSA while aircraft operations are being conducted and under the prescribed requirements:

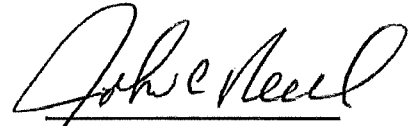
- 1) Mowing/snow removal operations that traverse through the RSA.
- 2) Airport maintenance vehicles and personnel that are directly involved in airfield maintenance.
- 3) Tech Ops vehicles and personnel that are directly involved in the maintenance or repair of NAVAIDs or equipment within the RSA.

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Jo Ann Larson
Air Traffic Manager
Rochester ATCT

JOSEPH M GHARRITY
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Joseph Gharrity
SSC Manager
Saint Paul SSC



John C. Reed, A.A.E
Executive Airport Director
Rochester International Airport

Rochester Airport Traffic Control Tower and Rochester Airport Company

Letter of Agreement

EFFECTIVE: JUNE 1, 2025

SUBJECT: AIRPORT EMERGENCY SERVICE

- 1. PURPOSE.** This agreement establishes procedures for Emergency Service on and in the near vicinity of the Rochester International Airport (RST).

- 2. DISTRIBUTION.** RST Airport Traffic Control Tower (ATCT) and the Rochester Airport Company (RAC).

- 3. CANCELLATION.** Letter of Agreement, Airport Emergency Service, dated February 9, 2022.

- 4. SCOPE.** These procedures are applicable to all ATCT personnel and all RAC personnel.

- 5. RESPONSIBILITIES.**
 - a. In an emergency, any of the following may notify RST ARFF.
 1. The air traffic controller on duty.
 2. The pilot of the aircraft concerned.
 3. The operator of the aircraft or his representative.
 4. The Airport Manager or RAC Personnel.

 - b. In the event of an emergency, Airport management shall be responsible for alerting the following, as necessary:
 1. Rochester Police Department.
 2. Olmsted County Sheriff's Department, if off airport.
 3. Ambulances
 4. RST ARFF or the Airport Security Coordinator shall notify RST ATCT if the Rochester Police Department receives notification of hazardous conditions.



6. COMMUNICATION PROCEDURES:

- a. RST ATCT must notify RST ARFF of any emergency condition:
 1. Using the **Crash Phone** when the aircraft is 5 or more minutes from landing,
 2. Using the **Crash Alarm** when the aircraft is less than 5 minutes from landing,
 3. Using the **Crash Alarm** when an accident has occurred.
- b. The RST ATCT must notify RST ARFF of any **Bomb, hijack or other related incident or emergency** via the **Crash phone**, cell phone, or frequency.
- c. If the Crash Phone is not available, RST ATCT must use the Crash Alarm.
- d. If no response from RST ARFF is received via the Crash Phone or Crash Alarm, call the Airport Shop Cell phone (507-254-1161).
- e. RST ATCT shall provide the following information if known:
 1. Aircraft identification,
 2. Type of aircraft,
 3. Nature of emergency,
 4. Runway to be used for landing,
 5. Distance from the runway,
 6. Estimated time of touchdown,
 7. Number of occupants including passengers and crew,
 8. Presence of hazardous cargo or explosives,
 9. Quantity of fuel on board in time, gallons or pounds,
 10. Location of the aircraft on the ground, if appropriate
- f. ARFF Command will determine the Alert Levels.
- g. When ARFF personnel leaves the station, ARFF will notify RST ATCT on frequency 118.3 that they are out of station and available by radio. ARFF will monitor Tower frequency (118.3) while out of station.



7. RESPONSE PROCEDURES:

- a. No vehicle (emergency or otherwise) may enter the aircraft movement area without prior clearance from RST ATCT. A RAC radio-equipped vehicle shall escort any vehicle not equipped to communicate with RST ATCT that must traverse a movement area, unless the area is closed to air traffic.
- b. RST ARFF has sole responsibility for decisions concerning the amount of equipment and number of personnel responding to an emergency.

8. UNSCHEDULED INTERRUPTION OF AIR TRAFFIC SERVICES (ATC-ZERO).

The following will outline RST ATCT & RAC responsibilities during ATC-Zero events.

- a. Responsibilities of the Rochester Airport Company:
 - 1. Continuous monitoring of the Common Traffic Advisory Frequency (118.3) during times when ATCT is normally operational (0500 Local to 2300 Local).
 - 2. Issuance of a NOTAM denoting continuous ARFF monitoring on the CTAF.
- b. Responsibilities of the Rochester Airport Traffic Control Tower:
 - 1. Notification of an ATC-Zero event to Airport Management through the 24-Hour Contact Number (“Shop Cell”).
 - 2. Issuance of a Service D-NOTAM (conducted by Air Traffic Manager or designee) to denote interruption of air traffic services.
 - 3. Notification of a return to normal operations to Airport Management through the 24-Hour Contact Number.

9. INTERRUPTION OF ARFF SERVICES (ARFF SERVICES REDUCED OR UNAVAILABLE):

The following will outline RST ATCT & RAC responsibilities during times when ARFF services are reduced or unavailable.

- a. Responsibilities of the Rochester Airport Company:
 - 1. Notification of ARFF service degradation and subsequent return to normal operations to Rochester Air Traffic Control Tower.
 - 2. Issuance of NOTAM denoting an ARFF service reduction or ARFF service unavailable.



06/01/2025

LOA – RST and RAC Airport Emergency Service

- b. Rochester Air Traffic Control Tower must relay ARFF reduced service or ARFF unavailable NOTAM to known, relevant traffic arriving or departing Rochester Airport (RST) as soon as practical until the NOTAM is active.

JO MARIE
KORBEL

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MARIE KORBEL
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Jo M Korbel
Air Traffic Manager
Rochester Air Traffic Control Tower

John C. Reed

John C. Reed, A.A.E.
Executive Airport Director
Rochester International Airport



Exhibit 5 – Snow and Ice Control Plan

Although a part of this manual, the Snow and Ice Control Plan has been developed as a stand alone document.

Original Date: 12/3/2004

Revision Date: 3/28/2024

FAA Approval:

