MAGIC CITY TOWER and
MINOT INTERNATIONAL AIRPORT with
MINOT CENTRAL DISPATCH and
MINOT FIRE DEPARTMENT

LETTER OF AGREEMENT

Effective: FEBRUARY 7, 2022

SUBJECT: AIRPORT EMERGENCY SERVICE

1. PURPOSE: To establish procedures for notifying Minot International Airport emergency personnel of in-flight and ground emergencies, including exercises on the airport involving Aircraft Rescue and Firefighting (ARFF) personnel.

2. SCOPE: The procedures outlined herein are for use by Minot International Airport; Minot FAA Federal Contract Tower, referred to as Magic City Tower; Minot Central Dispatch; and Minot Fire Department personnel to coordinate aircraft emergencies and emergency exercises on the airport.


4. NOTIFICATION: Magic City Tower must notify the Minot International Airport emergency personnel when, in the opinion of any of the following, a potential or actual emergency exists.

5. DEFINITIONS: There are three (3) alert levels associated with aircraft incidents and accidents. Each level is divided into Small and Large aircraft categories.

   a. Alert Levels:

      (1) Alert One. Precautionary. An aircraft approaching the airport has a potential problem, i.e. gear indicator light, oil leak, hydraulic pressure, etc.

      (2) Alert Two. In-flight emergency. An aircraft approaching the airport has a major difficulty, i.e. faulty landing gear, fire, or no hydraulic pressure, etc.

      (3) Alert Three. Accident. An aircraft has an accident on or near the airport.

      (4) Alerts One and Two may be upgraded to the next level at any time if pilot or controller deems it necessary.

   b. Aircraft Categories

      (1) Small: All single engine and twin propeller General Aviation aircraft and Air Cargo aircraft weighing less than 12,500 pounds gross landing weight (GLW), and all helicopters, civilian, and military.

      (2) Large: All jet General Aviation and Air Cargo aircraft weighing more than 12,500 pound GLW, all Military and Commercial Air Carrier aircraft.
6. RESPONSIBILITIES

a. Magic City Tower. Notify the ARFF emergency equipment by the most expeditious means of communication.

(1) Listed in priority are the means of notifying the emergency equipment:

(a) Activating the ARFF alarm button and the Emergency Alert System (EAS, colloquially known as the “crash phone”)

1. For an Alert One, Two, or Three, press the ARFF alarm button and hold it for three seconds.

2. Once the ARFF trucks have pulled out onto the ramp, they will contact Magic City Ground on 121.9 to receive the emergency information.

3. After the ARFF crews have received the information, pass the emergency information to Airport Operations and Minot Central Dispatch via the EAS.

(b) Minot Fire Department Mobile Radio

(c) Phone direct to Station 3, Airport Fire Station, (701) 857-4747

(d) Direct to Minot Central Dispatch, (701) 857-1500 or 911

(2) After activating the EAS, Magic City Tower must provide the emergency personnel with the following information:

(a) Alert Level and Aircraft Category (if Level Three Alert, immediately give accident location).

(b) Aircraft identification and type.

(c) Nature of emergency.

(d) Landing runway and the estimated time of arrival in minutes and/or location of the emergency aircraft.

(e) Number of persons on board and fuel remaining, if available.

(f) Wind speed and direction.

(g) Any known hazardous cargo.

(3) If Airport Operations is not on the EAS at the time of activation, notify them by one of the following:

(a) Ground control frequency 121.9

(b) If unable to contact them by radio, then by phone:

1. Airport Ops Technician on duty Work: (701) 857-4795
2. Airport Operations Manager  
   Work: (701) 857-4725  
   Cell: (701) 833-2018  

3. Airport Director  
   Work: (701) 857-4739  
   Cell: (701) 833-2020

(c) It is the responsibility of airport management to provide any other notification to additional agencies or persons required.

(4) Control air and ground traffic to avoid conflicts in the area of the emergency. ARFF vehicles responding to an emergency have priority over other traffic once they leave the airport fire station.

(5) Assist the emergency equipment with a route so as to enable the equipment to arrive at the earliest possible time.

(6) Attempt to control frequency congestion by broadcasting over all frequencies **“EMERGENCY IN PROGRESS, PLEASE STANDBY.”** This will allow ARFF personnel to communicate with the tower and each other more quickly.

(7) Advise the ARFF when the emergency aircraft is on final and is “next-to-land.”

(8) During emergencies, Magic City Tower must immediately suspend operations on the affected runway once the emergency aircraft crosses the runway threshold. Airport Operations will notify the Tower when the runway is returned to normal operations.

(9) Magic City Tower must immediately suspend operations to all runways in the event of an aircraft crash or accident occurring on or in the immediate vicinity of the airport. Airport Operations will notify the Tower when the runways are returned to normal operations.

(10) Magic City Tower has the authority at any point in time to interrupt radio transmissions that would concern the aircraft.

b. **Airport Operations.** The Airport Director or their representative must close the airport should the emergency affect other airport operations.

   (1) Standby on the FedEx ramp for any needed response (runway surface check, additional equipment, etc.)

   (2) If an aircraft becomes disabled on a runway, that runway will be closed until the aircraft is moved off the runway and the runway is free of debris.

   (3) Issue Notice to Airmen (NOTAM) as required in FAR Part 139.399.

   (4) Notify other personnel.

   (5) Ensure that the Airport Emergency Plan is current, operational, and is implemented in the event of an actual emergency.
(6) It is the sole responsibility of Airport Operations to reopen the runways and any taxiways.

(7) Airport Operations will complete runway surface checks for damage or FOD prior to resuming/reopening runway operations.

c. ARFF Equipment Operators.

(1) Provide prompt dispatch of equipment upon being notified by Magic City Tower of an aircraft emergency.

(2) Determine the equipment, routes to be taken and number of personnel responding to the emergency. If more than one truck responds, the lead truck will normally be the Incident Commander and responsible for the scene until a higher-ranking authority arrives and assumes command, if needed.

(3) Emergency vehicles equipped to monitor ground frequency, 121.9 and/or the fire department radio must be kept informed on the progress of the emergency aircraft.

(4) The ARFF is responsible to provide Magic City Tower when equipment status falls below 100%, which truck is out of service and when it returns to service.

d. BOMB THREATS OR HIJACKING INCIDENTS:

(1) Designated areas are used to park aircraft for unloading passengers, examination of luggage and other necessary action in the event it is suspected or known that a bomb has been placed on an aircraft, or the aircraft is under the control of hijackers.

(2) The “HOT AIRCRAFT” area is on the Taxiway Delta 3 loop (see attached map).

e. TIMED TRAINING EXERCISES:

(1) When the airport fire station is responding to a timed exercise, the responding ARFF vehicles have priority over other traffic, just as though they were responding to an actual aircraft emergency. They will have immediate access to the runways, and any ground or air traffic will be routed or held to avoid the area.

(2) If feasible, Magic City Tower will time the exercise, starting when the ARFF button is activated and ending when the first water is sprayed at the emergency location by the first truck at the site. After water has been sprayed, ARFF trucks must request permission to return to the station from the Tower. Upon return to the fire station, Station 3 will call the tower and request the time of the exercise.

(3) Airport Operations will coordinate timed exercises with Magic City Tower, based on their traffic at the time the exercise is requested. If necessary, the exercise will be delayed until any traffic that may conflict with the exercise is no factor. Station 3 may also request a timed exercise with the tower.

(4) All exercises must be announced and ended with “THIS IS AN EXERCISE”, so that all parties will understand it is an exercise and not an actual emergency.
f. NOTIFICATIONS DURING NON-TOWERED HOURS:

(1) Magic City Tower is closed daily between the hours of 2200 and 0700. During those hours, Minot International Airport is considered non-towered and all aircraft and ground vehicles must self-announce their positions and intentions on the Common Traffic Advisory Frequency (CTAF), 118.2.

(2) If during the hours of 2200-0700 an aircraft experiences an emergency while departing, or en route to, the Minot International Airport, the pilot(s) will mostly likely communicate with Minneapolis Center, which is the air traffic control center under which Minot falls, and/or via the CTAF depending on proximity to the airport.

(3) Should one of the following entities – Minot International Airport (airport operations), Minot Fire Department (ARFF Station 3), or Minot Central Dispatch – receive notification of an aircraft emergency during non-towered hours, that entity must initiate the Emergency Alert System (crash phone) by calling 701-418-0330. The EAS will simultaneously ring the remaining entities, with the exception of Magic City Tower, which is not included on the reverse notification system. This is not an issue, as the reverse notification should only be used when Magic City Tower is closed. If the Tower is open, Magic City Tower personnel will initiate the EAS procedure per normal protocols.

(4) Should for any reason Magic City Tower be closed outside of normal hours, Minot Fire Department (ARFF Station 3) shall monitor 118.2 until tower operations are resumed. The NOTAM shall read ”Aircraft Rescue and Firefighting monitoring 118.2 (date and time or until further advised if catastrophic damage has occurred) hours local time”.

g. CRASH PHONE TEST:

(1) The Emergency Alert System must be tested by Magic City Tower each morning between 0645 and 0715 local with Minot Fire Department (ARFF Station 3), Minot Central Dispatch, and Minot International Airport (Airport Operations). Each station will announce when they are on the line.

(2) The reverse EAS procedure between Minot Fire Department (ARFF Station 3), Minot Central Dispatch, and Minot International Airport (Airport Operations) must be tested every Monday following the EAS check.

(a) On the first and fourth Monday of the month, Dispatch will initiate the reverse procedure and each station will announce when they are on the line.

(b) On the second and fifth Monday of the month, ARFF Station 3 will initiate the reverse procedure and each station will announce when they are on the line.

(c) On the third Monday of the month, Airport Operations will initiate the reverse procedure and each station will announce when they are on the line.

(3) The MFD mobile radio must be checked Monday mornings following the two EAS checks. Any malfunctions must be reported to Station 3 for correction.
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