

Timmerman Airport Federal Contract Traffic Control Tower
Milwaukee County Department of Transportation and Public Works, Airport Division
City of Milwaukee Fire Department

LETTER OF AGREEMENT

Effective: July 1, 2006

SUBJECT: Airport Emergency Services at Timmerman Airport,

1. **PURPOSE.** To provide operating procedures and responsibilities for emergency service on and in the vicinity of Lawrence J. Timmerman Airport.

2. **CANCELLATION.** Milwaukee Mitchell Airport Traffic Control Tower/Timmerman Airport Traffic Control Tower/Milwaukee County Department of Public Works, Airport Division/City of Milwaukee Fire Department letter of agreement, dated November 1, 1996, is canceled.

3. **SCOPE.** These procedures apply to aircraft operations on or in the vicinity of Timmerman Airport. This agreement applies to the Timmerman Federal Contract Tower (MWC FCT), Milwaukee County Airport Management, and the city of Milwaukee Fire Department.

4. **RESPONSIBILITIES.** MWC FCT personnel, Milwaukee County Airport personnel, and the Milwaukee Fire Department personnel are responsible for the procedures set forth in this agreement.

5. ALERT STATUS.

- a. An "Alert 2" shall be called when an aircraft emergency is imminent. An "Alert 2" is normally called for an aircraft approaching the airport with major difficulty, e.g., smoke in the cockpit, faulty landing gear, etc. This situation is not regarded as precautionary. An "Alert 2" is a situation which requires immediate attention.
- b. An "Alert 3" shall be called anytime an aircraft accident has occurred on, or in the vicinity of, the airport.

6. AIRPORT CLOSURE

- a. In the event of an "Alert 3" on airport property the Milwaukee County Airport Director or his designee will NOTAM the airport closed. Only the Milwaukee County Airport Director or his designee have the authority to open the airport or portions thereof after the airport is closed for an "Alert 3".
- b. In the event of an "Alert 2" the airport will remain open provided that all emergency equipment remains on the tower apron. The airport will remain open provided the aircraft has landed safely at the airport and no further response from the emergency equipment is deemed necessary. For any response of emergency

equipment beyond the limits of the tower apron, the airport shall be considered closed and procedures in paragraph 6a of this agreement shall apply.

7. PROCEDURES

a. MWC FCT, during the published hours of operation (7:00 AM to 9:00PM) shall

(1) Dial 911 to notify the Milwaukee Fire Department when an aircraft emergency exists. Use plain language to describe the nature of the emergency.

(2) In the event of an aircraft emergency which requires emergency equipment to respond onto the airfield beyond the limits of the tower apron, consider the airport closed and discontinue all aircraft movement until the entire airport, or portions thereof are reopened by Milwaukee County Airport personnel.

(3) Notify Milwaukee County Maintenance of an aircraft emergency during normal duty hours (Monday through Friday, 7:30 AM to 4:00 PM except on holidays) on ground frequency (121.7 MHZ) or 461-3275

(4) Notify Milwaukee County Airport Operations, after 4:00 PM, at 747-5325

(5) Communicate with the Milwaukee Fire Department vehicles on the Fire Department radio, Channel 4. After radio contact is established, provide the emergency equipment with the alert status, (Alert 2 or Alert 3), nature of the emergency, location of the emergency or the landing runway, number of souls on board, and any other pertinent information deemed necessary. Control instructions are required when emergency vehicles are driving on any portion of the movement area and shall be provided via the Fire Department, Channel 4.

(6) Shall not be responsible to determine the amount of equipment or personnel needed to handle the emergency situation.

b. Milwaukee County Department of Public Works, Airport Division, when notified of an aircraft emergency on the airfield shall:

(1) When available, respond to and stand by on the tower apron to provide an escort for responding emergency equipment.

(2) Notify the Milwaukee County Sheriffs Department, Airport Security Bureau, at 747-5360.

(3) Issue a NOTAM closing all or portions of the airport affected by the emergency.

(4) Notify MKE ATCT if the aircraft accident or emergency occurs between the hours of 9:00 PM to 7:00 AM.

(5) Advise MWC FCT, MKE ATCT, and Green Bay Automated Flight Service Station when any airport areas are closed because of an airport emergency or have been inspected and re-opened for normal operations.

d. Milwaukee Fire Department, when notified of an aircraft emergency on the airfield shall:

(1) From 7:00 AM to 9:00 PM, establish contact with the tower on Fire Department radio channel 4, prior to proceeding onto the airfield beyond the limits of the tower apron

(2) From 9:00 PM to 7:00 AM, proceed directly to the scene of the emergency, giving way to any landing or departing aircraft.

(3) From 9:00 PM to 7:00 AM contact Milwaukee County Airport Operations at 747-5325 and apprise them of the emergency.

(4) Determine the amount of equipment and personnel necessary to respond to an emergency.



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