

Grand Junction FAA Contract Tower, Grand Junction Regional Airport Authority, Grand Junction Fire Department, and Grand Junction Regional Communication Center

LETTER OF AGREEMENT

Effective: January 1, 2023

SUBJECT: AIRCRAFT RESCUE FIRE FIGHTING PROCEDURES

I. PURPOSE

This agreement is established to set forth reasonable procedures to be followed between Grand Junction Regional Airport Authority, hereinafter referred to as “Airport”, the City of Grand Junction Fire Department, hereinafter referred to as “Fire Department”, the Air Traffic Control Tower at Grand Junction Regional Airport, hereinafter referred to as “Tower”, and the Grand Junction Regional Communication Center, hereinafter referred to as “GJRCC”, regarding aircraft rescue firefighting procedures at Grand Junction Regional Airport. This Agreement supersedes any and all other agreements related to emergency response at the Grand Junction Regional Airport.

II. DEFINITIONS

AIM: Airport Incident Manager.

AOA: Air Operations Area. Refers to and includes all areas within the boundaries of the airport perimeter fence.

ARFF: Aircraft Rescue Fire Fighting and/or Firefighter.

ARFF 1: Grand Junction Regional Airport primary response vehicle.

ARFF 2: Grand Junction Regional Airport secondary response vehicle.

ARFF Responders: The certified ARFF airport employees responding to an emergency.

ATC: Air Traffic Control

ATC Zero: declared when it is determined that the facility is unable to safely provide published air traffic services, or traffic flow management

CTAF: Common Traffic Advisory Frequency. Frequency of 118.1MHz used for operations on the airport outside of control tower hours (10:00 pm to 6:00 am local).

Fire Department: Grand Junction Fire Department personnel.

Fire Department Battalion Chief: The designated person in command for the responding Fire Department.

Incident Commander: Individual responsible for overall scene coordination/direction of emergency operations resources.

Incident Command Post: Area designated by the incident commander.

Movement Areas: The movement areas include the runways and taxiway A, B, and C. Movement areas require positive contact with tower on either ground frequency: 121.7 MHz or tower frequency: 118.10 MHz during the hours of tower operations, 6:00 a.m. and 10:00 p.m. local.

NOTAM: Notice to Airmen. A written notification issued to pilots before a flight, advising them of circumstances relating to the state of airport conditions.

Response Point: Unless otherwise indicated or instructed, GJFD response vehicles will report to vehicle Gate 1, and stage at the primary response point to the northwest of the airport fire station unless instructed otherwise by the IC, or assuming command.

Tower: Air Traffic Control Tower

Tower Personnel: Air Traffic Control Tower personnel.

III. ALERT CODES

ALERT I

Any situation in which there's a problem with an aircraft with the potential to be an in flight emergency. Mutual Aid response will "monitor" the situation but will not respond.

ALERT II

Situation where an aircraft has declared an emergency. Emergency response will "proceed" to the applicable response point(s).

ALERT III

Indicating an aircraft involved in an accident on or near the airport and emergency equipment should proceed immediately to the scene.

IV. RESPONSE LEVELS

ALERT I RESPONSE

GJRCC will dispatch the following resources:

- ARFF 1 and ARFF 2 (optional). ARFF crews only.

ALERT II RESPONSE

GJRCC will dispatch the following resources:

- ARFF 1, Fire Department and EMS. A minimum of one (1) engine, one (1) ambulance, and a battalion chief will respond to Alert II.

In the event of an accident, emergency personnel should follow aircraft accident procedures, Alert II or Alert III.

ALERT III RESPONSE

GJRCC will dispatch the following resources:

- ARFF 1, Fire Department and EMS. A minimum of two (2) engines, (2) ambulances, a water tender, and a battalion chief will respond to Alert III.

V. RESPONSIBILITIES

A. Airport ARFF Personnel

1. Upon notification of an emergency, the Airport ARFF crews will respond.
2. If on scene first, act as Incident Command until Unified Command is established.
3. Maintain communication with the Tower 118.1 or Ground Controllers 121.7 via radio. Monitor CTAF on 118.1 continuously during times of non-towered hours or ATC Zero.
4. ARFF will maintain control of airport operations and procedures in cooperation with the Incident Commander.
5. ARFF personnel will initially respond to all in-flight medical emergencies, and remain on scene until Grand Junction Fire arrives. ARFF personnel will support GJFD as needed.

B. Airport Incident Manager

1. Responsible for the coordination and overall implementation of the Airport Emergency Plan (AEP).
2. Assist Airport Authority staff in managing overall incident.
3. Assist Incident Command/Unified Command.
4. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated.

C. GJT Control Tower

1. Initiate alert notification as deemed necessary by:
 - ATC Personnel
 - Aircraft Pilot-In-Command (PIC)
 - Operator of Aircraft (his/her representative)
 - Airport Management /ARFF
2. Activate the Airport emergency alarm system to alert the Airport ARFF crews and Fire Department personnel to an impending emergency.
3. ATC personnel will determine and declare the Alert Code of emergencies (Alert I, Alert II, or Alert III) and convey that Alert Code to GJRCC.
4. Use the direct line to 911 center to contact GJRCC, and give the following information, if available:
 - Alert Code (Alert I, Alert II, or Alert III)
 - Type of aircraft
 - Airline (If applicable)
 - Pilot's Intent
 - Nature of emergency
 - Estimated time of arrival
 - Runway to be used
 - Souls on board
 - Fuel remaining
 - Hazardous material
5. Remain in contact with the ARFF crews or the Fire Department via ground or tower control frequency.

D. Fire Department (GJFD)

1. Grand Junction Fire Department will respond according to the Alert Code and availability of personnel and equipment.
2. All non-airport equipment responding to an emergency will access the Airport through the point directed by the first responding unit. When an emergency aircraft is still en route, the Fire Department will access the Airport through vehicle (Gate #1) using a gate card, or Knox box key and immediately report to the appropriate response point or ARFF response leader, if available.
3. If on scene first, act as Incident Command or until Unified Command is established
4. The Incident Commander will maintain communication with ATC personnel via radio on ground control frequency 121.70 MHz or tower frequency 118.10 MHz.
5. The Incident Commander shall request backup equipment and personnel as necessary.
6. Grand Junction Fire Department will respond to all medical emergency calls at the Airport, including in-flight medical emergencies.

E. Grand Junction Regional Communication Center (GJRCC)

1. GJRCC will provide dispatch services to Airport ARFF.
2. GJRCC will provide paging of resources to all Airport/Aircraft related emergencies via two methods: (1) 800 DTRS Tones and (2) the Active 911 App.

VI. AFTER HOURS RESPONSE

From 12:00 a.m. to 5:00 a.m., airport ARFF crews are not on duty. Grand Junction Fire Department is the primary responder for all after-hours emergencies.

After control tower hours (between 10:00 p.m. and 6:00 a.m. local time), Grand Junction Regional Airport reverts to a non-controlled airport. Extreme caution must be exercised in the movement areas. Fire Department personnel must communicate with area traffic on tower frequency 118.10 MHz.

VII. ATC ZERO

GJT Tower will call Airport Operations one hour prior to any unplanned tower closures or as far in advance as possible and provide details on the closure, including anticipated duration. Airport Operations will issue a NOTAM regarding the closure that specifies ARFF is monitoring CTAF on 118.1. Airport Operations will confirm with GJT Tower the tower has reopened as planned and cancel the NOTAM, as appropriate.

The aforementioned responsibilities during an emergency will be the same for the exception that either Denver Center or Denver TRACON will provide in flight information to GJRCC in lieu of the GJT Tower.

VIII. OFF-AIRPORT EMERGENCIES

In the event that Airport ARFF equipment is away from the Airport, the Airport ARFF crews will issue a NOTAM to inform commercial air carriers that the Airport ARFF is not available.

IX. INTERFACE TRAINING

The Airport and Fire Department are to cooperate to train personnel to meet the requirements of this letter.

X. REVISIONS TO THIS AGREEMENT

Every 12 calendar months all parties involved with this Agreement shall reconvene for the purpose of a complete review and possible revisions to this agreement.


XI. DISPUTE RESOLUTION

If a dispute arises out of or relates to this Agreement, or the breach thereof, and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. If a good faith attempt at mediation fails, all claims, controversies, or disputes arising out of this Agreement, or the breach thereof, shall be submitted to binding arbitration in accordance with the Colorado Uniform Arbitration Act, C.R.S. § 13-22-201 et seq., then in effect, unless the Parties mutually agree otherwise, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.


XII. CANCELLATION OF AGREEMENT

Any of the parties involved may cancel this Agreement with a thirty (30) day written notice to all other parties of their intention to cancel.

THE ABOVE AGREEMENT IS AGREED TO BY ALL PARTIES BELOW AND ADOPTED THIS 1st DAY OF JANUARY, 2023.

Signature: 

Angela Padalecki
Executive Director, Grand Junction Regional Airport

Signature: 

Ken Watkins
Fire Chief, Grand Junction Fire Department

Signature: 

Kris Kulbiski
Grand Junction Air Traffic Control Manager

Signature: 

Jennifer Kirkland
9-1-1 Manager, Grand Junction Regional Communication Center