

# Minden-Tahoe Airport

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## MEMORANDUM

**To:** Airport Users and Tenants

**From:** Airport Administration

**Date:** November 3, 2022

**Re:** Winter Operations & Snow Removal Procedures Overview

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### Overview

This memorandum is intended to provide a summary of the airport's winter operations and snow removal priorities. Snow removal is done to ensure a safe operating environment for all tenants and users. The staff of the Minden-Tahoe Airport are dedicated to providing outstanding customer service while working to remove snow in the most efficient manner. There are many factors which the airport considers when working to remove snow and other contaminants from runways and other surfaces. This memorandum is intended to provide an overview of the airport's snow removal program and outline the decision-making process during winter storms and plowing operations. Operational needs or other considerations may require deviation from this outline.

### Snow Removal Operations

Snow removal operations are conducted any time the airport administration feels, based upon the best interest of safety and other operational/environmental factors, that snow needs to be removed from the Runways, Taxiways, and Ramp areas of the airport. Being that storms differ in many aspects; the airport management will determine snow removal operations based upon considerations to include:

1. **Operational Hours:** Snow Removal Operations occur between the hours of 7AM-5PM Sunday through Saturday. No snow removal occurs after 5PM.
2. **Winter Storm Timing:** Overnight snow accumulation will be cleared the following morning. Late afternoon snow accumulation will be cleared based upon forecast.
3. **Snow Accumulation:** Generally, plowing operations will not be considered until there is ¼ inch snow accumulation or visibility to runway and/or taxiway lines are not visible. Plowing operations may cease if visibility presents safety concerns for removal crews and/or active snowfall negates removal efforts.
4. **Forecast:** Depending on the projected forecasted temperatures, airport staff may find it to be advantageous to allow the snow to melt as opposed to plowing. If the temperature is projected to

rise above freezing within 2-3 hours and clear or few clouds projected, allowing the snow to melt will prevent berms from developing and potentially re-freezing as a result of plowing.

### **Snow Removal Priorities**

Portions of the airport will be cleared systematically as outlined in the airport's snow removal standard operating procedures. The intention is to clear the most critical surfaces first with attention then given to less used or locally used taxiways and ramps. The order of importance is as follows:

#### **1. PRIORITY I**

- a. Runway 16/34, Full Length
- b. Taxiway Alpha, Full Length
- c. Taxiway Bravo, From Taxiway Alpha to the Self-Serve Fuel
- d. Taxiway Delta, From Taxiway Alpha to Hutt Aviation

#### **2. PRIORITY II**

- a. Runway 13/30, Full Length
- b. Main Ramp & Transient Parking
- c. Taxiway Bravo, Full Length
- d. Taxiway Charlie, Full Length
- e. Taxiway Delta, Full Length
- f. Taxiway Echo, Full Length
- g. Taxiway Foxtrot, Full Length

#### **3. PRIORITY III**

- a. County Hangar Areas
- b. P-51 Common Ramps
- c. Tenant Requests

### **Snow Removal Timeframes**

The airport anticipates having the equipment needed to clear all of the Priority I areas of approximately 1 inch of snow within 1-2 hour(s) of dispatch. Priority II areas can expect to be cleared of snow immediately following the conclusion of Priority I removal. This can be completed 4-5 hours after the storm has concluded. Priority III areas can take up to two days to be cleared following a substantial storm. Please note that these timeframes are estimations only and clearing is dependent on available staffing and equipment.

### **Snow Removal Equipment**

The airport recently purchased new equipment for the purpose of expediting snow removal following a snow storm. Outline below is out current inventory:

- 1. Snow Plow Vehicles:** The airport has two pickup trucks that are equipped with snow plows. These vehicles are responsible for removal of snow from the runway and taxiway surfaces. A plow traveling at approximately 20 MPH allows for snow to be thrown a considerable distance and prevents the buildup of berms that may cause damage to low wing aircraft.
- 2. Ford Tractor:** The Ford Tractor is used to move large accumulations of snow that often occur from slow moving plows. This is beneficial when clearing taxiway intersections and ramp areas.

- 3. Bobcat Tractor:** The Bobcat is primarily used for tight spaces between hangars and other limited mobility areas. The Bobcat has both a slow plow and capture bucket used to carefully move snow.

### Notifications and Notice to Airman (NOTAM)

Official NOTAMs will be issued indicating either a full closure or specific areas of the airport. As the airport is reopened, NOTAMs will be cancelled or changed. AWOS remarks are secondary and pilots should not rely solely on AWOS remarks for official closures. NOTAMS can be viewed on the FAA website: <https://notams.aim.faa.gov/notamSearch/>. Please check airport NOTAMs before every flight.

### Field Condition (FICON) Reporting

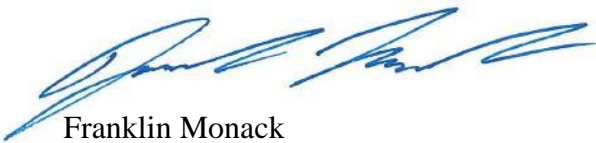
Airport staff will issue FICON NOTAMs when appropriate. This is done to help safely communicate runway surface conditions with inbound aircraft. Runway 34 will be issued the FICON NOTAM with pilots needing to interpolate for Runway 16. Runway 30 will be issued the FICON NOTAM with pilots needing to interpolate for Runway 12. Published FICON NOTAMs can be found through the FAA website: <https://notams.aim.faa.gov/notamSearch/> with more information relating to understanding these reports being obtained by referencing FAA JO 7930.107.

### Hangar & Tenant Responsibilities

Tenants are encouraged to prepare for snow storms by planning in advance. Please have reasonable expectations with regards to how quickly airport staff can work to remove snow from around hangar or tie-down. In addition, here is additional guidance:

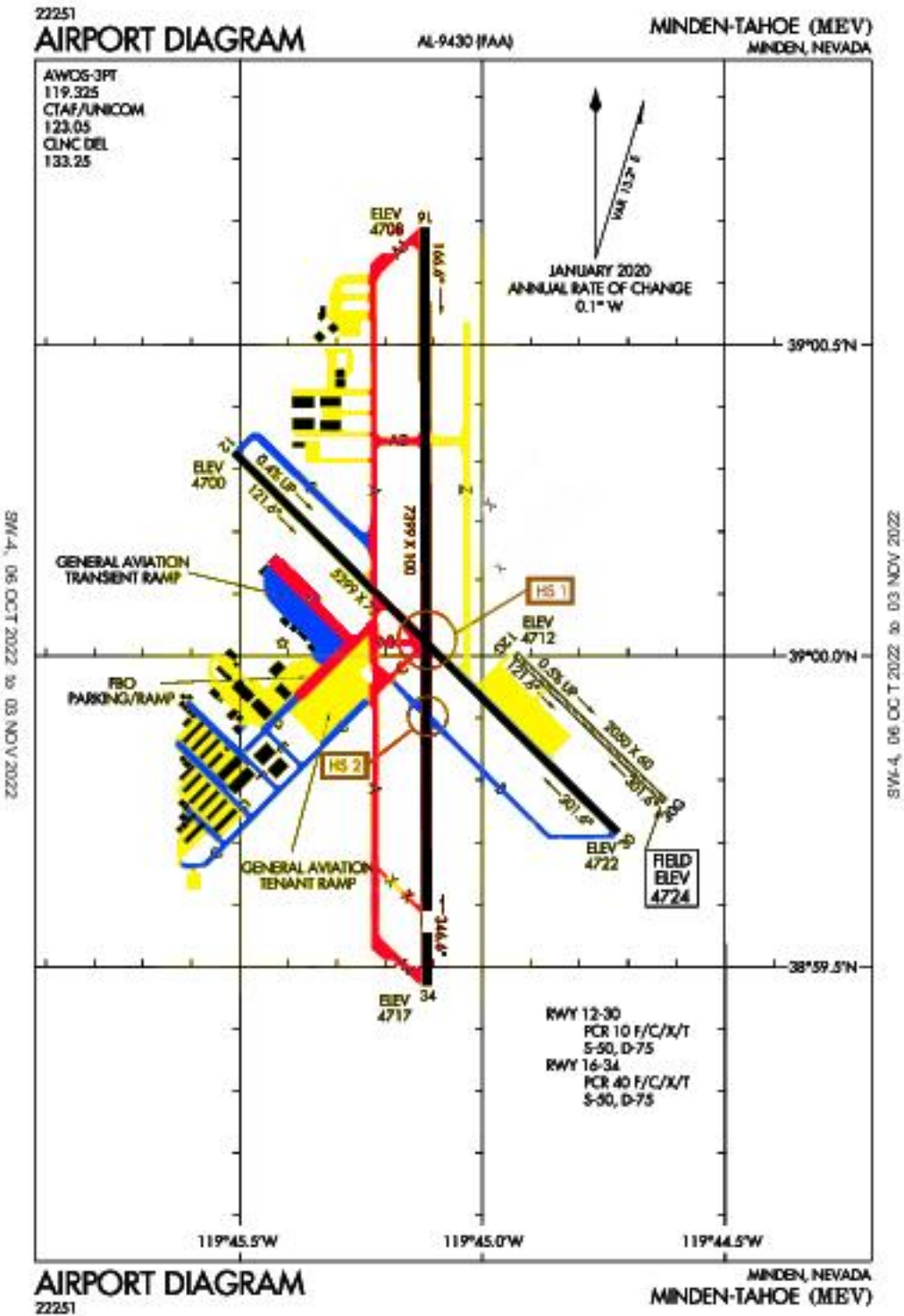
- 1. Land Leases Tenants:** Tenants are responsible for all snow removal within the confines of your lease. Tenants can request to have the airport remove snow for the cost of personnel hours; however, this service is dependent on existing workload and will be considered a lower priority.
- 2. County Hangar Tenants:** County equipment will not come within 5 feet of any structure, hangar or man door. This small area is the tenant's responsibility to safely remove.

Any questions with regards to this memorandum can be addressed by contacting the Airport Administration office at (775) 782-9871 or by emailing [fmonack@douglasnv.us](mailto:fmonack@douglasnv.us).



Franklin Monack  
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Minden-Tahoe Airport

EXHIBIT A



PRIORITY I | PRIORITY II | PRIORITY III