

**Columbia, Missouri FAA Contract Tower (COU FCT), Columbia Regional Airport Authority (KCOU), and Springfield Approach (MZU Sector)**

**LETTER OF AGREEMENT**

**EFFECTIVE:** 02/14/2026

**SUBJECT: US NOTAM System and Notification Procedures**

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- 1. PURPOSE:** To establish responsibilities and procedures for notification of the affected Air Traffic Control (ATC) facility regarding Surface Area Notices to Airmen (NOTAMs) issued by the Airport.
- 2. CANCELLATION:** This LOA cancels the Columbia Regional Airport, Columbia FAA Contract Tower, and Springfield Approach LOA, Subject Notification Process by the Airport for Movement Area NOTAMs, dated May 11, 2014.
- 3. SCOPE:** The procedures outlined herein are to be used to standardize procedures between Columbia Regional Airport Authority (KCOU), Columbia, Missouri FAA Contract Tower (COU FCT), and Springfield Approach Control (MZU) regarding the notification of Surface Area NOTAMs created and entered by KCOU using the NOTAM Management System (NMS).
- 4. RESPONSIBILITIES:** KCOU shall observe and report the condition of movement areas and other surface areas using the NMS. All NOTAMs issued by KCOU must be communicated using this method.
- 5. PROCEDURES:**
  - a. KCOU must:
    - (1)** Use the NMS as the primary means to enter Surface Area NOTAMs.
    - (2)** Notify COU FCT by phone or radio when Surface Area NOTAMs are issued or cancelled.
    - (3)** When COU FCT is not operational, notify MZU via 417-868-5620 when Surface Area NOTAMs are issued or cancelled.
    - (4)** When there is a failure in NMS, KCOU must communicate NOTAM updates by phone at 877-487-6867 and continue to comply with the notification procedures in this agreement, regardless of the NOTAM system used.

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Authority (KCOU), and Springfield Approach (MZU Sector)**

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement, executed by their respective proper officials, on the date last written below.

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_  
De'Carlon Seewood, City Manager

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor/kmm

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Elijah Lasater, Air Traffic Manager  
Springfield Approach, Mizzou Sector

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Mark Stempel, Air Traffic Manager  
COU FCT