



AIRPORT MANAGER REPORT

November 2016

SIGNAGE

New signage with recommended departure procedures to the east have been ordered and are installed in the FBO building and at the fuel island. Please see attached examples.

ANNUAL AWOS (AUTOMATED WEATHER OBSERVATION SYSTEM) INSPECTION

This inspection has been satisfactorily completed.

AIRPORT FEES

Airport staff has invoiced tie-down and land lease fees for December

Airport staff has prepared invoices and agreements for 2017 Through the Fence fees, which are due January 2, 2017. The required paperwork will be distributed the first week in December

AIRPORT INSPECTIONS – please see attached sample reports

Airport staff continues to perform daily and weekly inspections of the airport. These inspections include but may not be limited to:

- Ensure all NOTAMs are current
- Check for FOD (foreign object debris). Remove as needed
- Inspect condition of the runway surface, and markings
- Inspect condition of the taxiway and connector surfaces and markings and Performing routine maintenance as needed
- Inspect performance of runway and taxiway lighting and signs and performing routine maintenance as needed
- Inspect performance of navigational lighting performing routine maintenance as needed
- Inspect condition of the ramp areas
- Ensure tied down aircraft are secure
- Inspect all airport equipment and vehicles and performing routine maintenance as needed.
- Inspect all airport wind socks for wear. Replace as needed
- Inspect segmented circle. Perform maintenance as needed

As a result of the November inspections, several pieces of trash and other debris were removed from the runway and taxiway surfaces

FUEL ISLAND INSPECTIONS – please see attached sample report.

Airport staff continues to perform daily, weekly and monthly inspections of the fuel island. These inspections include but may not be limited to:

- Physical inspection of tank exteriors, including fitting, valves, connections etc, for leaks
- Verify security of ladders
- Inspect tanks opening to ensure proper seal
- Inspect overfill prevention equipment and spill bucket
- Inspect tanks for contamination by water
- Inspect the area around the tanks for signs of leakage
- Verify fuel levels and alert Airport Management if fuel needs to be purchased
- Sump fuel tanks to check for contamination

During the November inspections, it was determined that the 100LL filter vessel air separator was leaking. A new part was procured and the part was replaced

As a matter of routine maintenance and upkeep, the credit card reader and overlay on the fuel terminal will be replaced.

Total gallons of fuel sold in November:

JetA – 1,920 gallons

100LL – 4,101 gallons

REPORTING OBLIGATIONS

Airport staff completed the quarterly storm water drainage inspection earlier this quarter. The quarterly report was prepared. All quarterly reports will be submitted to the Colorado Department of Public Health and Environment as part of the yearly storm water drainage report which is due in January. Please see attached sample of the quarterly storm water inspection report.

Airport staff completed the monthly AST Inspection Checklist (Aboveground Storage Tank.) Please see attached sample checklist.



RECOMMENDED EAST DEPARTURES FROM THE ERIE MUNICIPAL AIRPORT

RECOMMENDED

Departures from Runway 33

Climb in standard pattern to mid field
Turn east at mid field
Overfly the airport at mid field to the east

RECOMMENDED

Departures from Runway 15

Climb in standard pattern to mid field
Turn east at mid field
Overfly the airport at mid field to the east

Please note that these are
RECOMMENDATIONS ONLY!
As Pilot-in-Command of your aircraft,
you are responsible for the
safety of your aircraft.





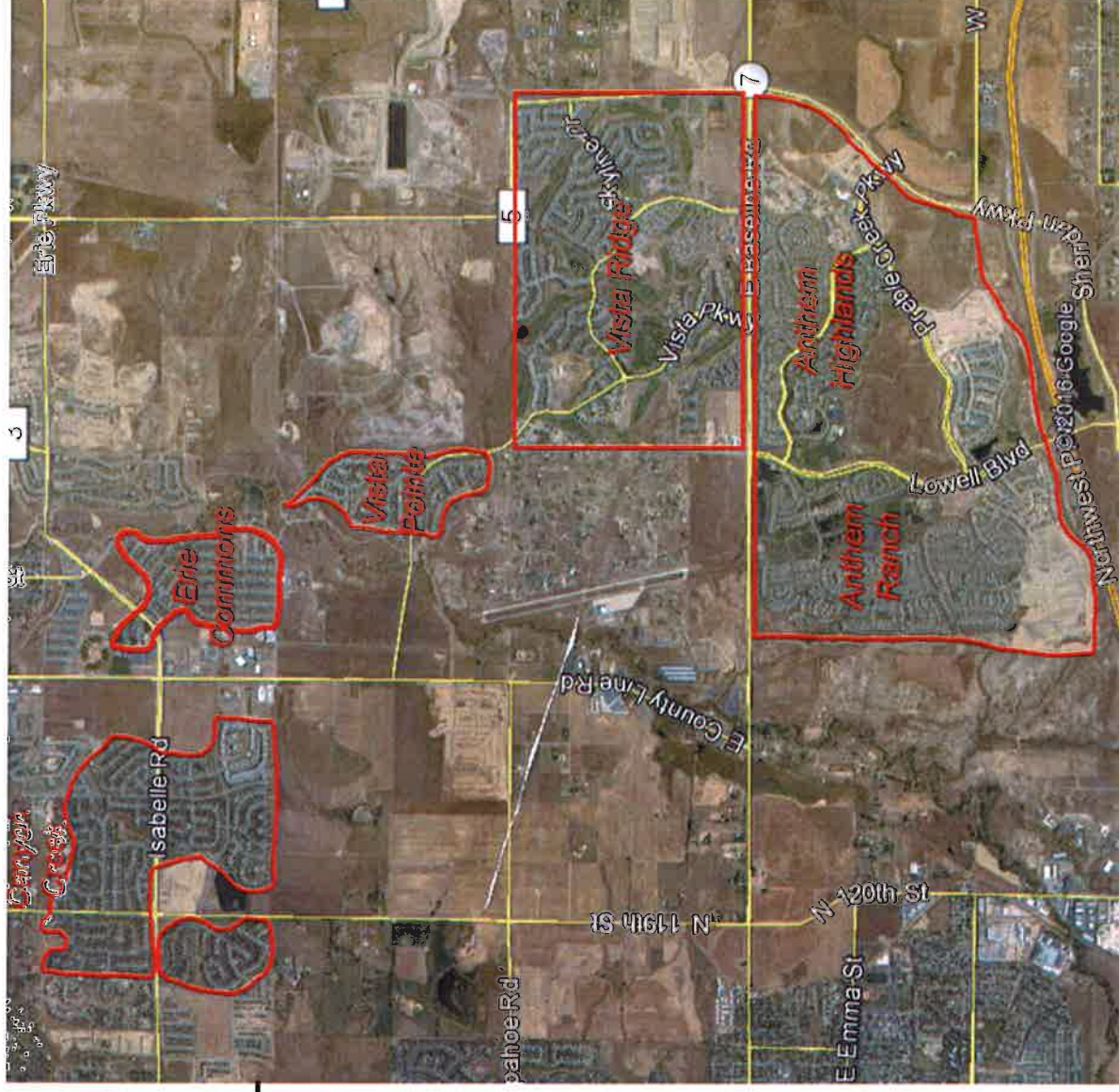
BE A GOOD NEIGHBOR!

Please note that this is a
RECOMMENDATION ONLY!

As Pilot-in-Command
of your aircraft,
you are responsible for the
safety of your aircraft.

Thank you
for your consideration!

WHEN PRACTICAL AVOID OVER-FLIGHT OF POPULATED AREAS IN THE VICINITY OF THE ERIE MUNICIPAL AIRPORT



ERIE MUNICIPAL AIRPORT - DAILY AIRPORT INSPECTION CHECKLIST

DATE: _____

INSPECTOR: _____

SIGNATURE: _____

FUEL LEVEL REPORT	
100LL	
JET A	

TANKS SUMPED	
INITIALS:	
INITIALS:	

CONDITION	
CLEAN	DIRTY

ERIE MUNICIPAL AIRPORT - FOD INSPECTION		
LOCATION		REMARKS
NOTAM INFORMATION		
NOTAMS CURRENT? YES: ☐ NO ☐		
ADDITIONAL REMARKS:		

SPECIAL CONDITIONS CHECKLIST FOR NON-STANDARD INSPECTIONS ONLY		
FACILITY	CONDITION	REMARKS
139.313 / 139.339 SNOW AND ICE CONTROL	Surface Conditions	
	Wing Tip clearance	
	Obscured Signs or Lighting	
	NAVAID and Fire Access	
	Priority Taxi Lanes	
	NOTAM Validation (current?)	
ADDITIONAL REMARKS - SPECIAL CONDITIONS		

ERIE MUNICIPAL AIRPORT – WEEKLY AIRPORT INSPECTION CHECKLIST	
NOTAMs Current? YES NO	
ADDITIONAL REMARKS:	
CONDITION	REMARKS

SPECIAL CONDITIONS CHECKLIST FOR NON-STANDARD INSPECTIONS ONLY		
FACILITY	CONDITION	REMARKS
139.313 AND 139.339		
SNOW AND ICE CONTROL	Surface Conditions	
	Wingtip Clearance	
	Obscured signs or lighting	
	NAVAID and fire access	
	Priority / Corporate Taxi lanes	
	NOTAM validation (current?)	
ADDITIONAL REMARKS – SPECIAL CONDITIONS		
CONDITION	REMARKS	

FUEL LEVEL REPORT	
100LL	
JET A	

MONTH: _____

DAY		GALLONS SUMPED	CONTAMINANTS?	DAY		GALLONS SUMPED	CONTAMINANTS?
1	JETA	0.5	YES NO	16	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
2	JETA	0.5	YES NO	17	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
3	JETA	0.5	YES NO	18	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
4	JETA	0.5	YES NO	19	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
5	JETA	0.5	YES NO	20	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
6	JETA	0.5	YES NO	21	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
7	JETA	0.5	YES NO	22	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
8	JETA	0.5	YES NO	23	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
9	JETA	0.5	YES NO	24	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
10	JETA	0.5	YES NO	25	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
11	JETA	0.5	YES NO	26	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
12	JETA	0.5	YES NO	27	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
13	JETA	0.5	YES NO	28	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
14	JETA	0.5	YES NO	29	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
15	JETA	0.5	YES NO	30	JETA	0.5	YES NO
	100LL	0.5	YES NO		100LL	0.5	YES NO
				31	JETA	0.5	YES NO
					100LL	0.5	YES NO



Colorado Department of Labor and Employment
Division of Oil and Public Safety - Compliance Section
633 17th Street, Suite 500
Denver, CO 80202-3610

Phone: 303-318-8500
Fax: 303-318-8488
Email: cdle_oil_inspection@state.co.us
Web: www.colorado.gov/cdle/petroleum

AST MONTHLY VISUAL INSPECTION CHECKLIST

OPS Fac ID#: _____ Facility Name: _____ Inspection Date: _____
Street Address: _____ City: _____ ZIP: _____
of Tanks Inspected: _____ Tank IDs: _____

Any item marked "No" requires additional information to describe the condition and date the condition is corrected.

ITEM	STATUS	COMMENTS / DATE CORRECTED
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Primary Tank and Piping

1	Is tank exterior (roof, shell, ends, connections, fittings, valves, etc.) free of visible leaks? <i>Note: If "No", identify tank and describe leak.</i>	☐ Yes ☐ No	
2	Is aboveground piping (valves, fittings, connections, pumps, etc.) free of visible leaks? <i>Note: If "No", identify location and describe leak..</i>	☐ Yes ☐ No	
3	Are ladders/platforms/walkways secure with no sign of severe corrosion or damage?	☐ Yes ☐ No ☐ N/A	
4	Are all tank openings properly sealed (capped, plugged, covered, blind flanged, etc.)?	☐ Yes ☐ No	
5	Is the tank liquid level gauge readable and in good working condition?	☐ Yes ☐ No ☐ N/A	
6	Is overfill prevention equipment in good working condition (overfill valve, audible alarm, etc.)? <i>Note: Verify operation of audible alarms.</i>	☐ Yes ☐ No ☐ N/A	
7	Is the spill container (spill bucket) empty, free of visible leaks and in good working condition?	☐ Yes ☐ No ☐ N/A	
8	Is the primary tank free of water?	☐ Yes ☐ No	
9	Is the area around the tank (concrete surfaces, ground, containment, etc.) free of visible signs of leakage?	☐ Yes ☐ No	
10	Is the cathodic protection system in operating condition and functional? <i>Note: Inspection required every 60 days only.</i>	☐ Yes ☐ No ☐ N/A	
11	Rectifier reading Volts: _____ Amps: _____ Are these readings within manufacturer specifications? <i>Note: Inspection required every 60 days only.</i>	☐ Yes ☐ No ☐ N/A	

Double-Wall Tank

12	For double-wall tanks, is interstice free of liquid?	☐ Yes ☐ No ☐ N/A	
13	For double-wall tanks, is interstitial monitoring equipment in good working condition?	☐ Yes ☐ No ☐ N/A	

Containment (Diking/Impounding)

14	Is the containment free of liquid, debris, combustible materials, and empty or full drums/barrels?	☐ Yes ☐ No ☐ N/A	
15	Are dike drain valves closed and in good working condition?	☐ Yes ☐ No ☐ N/A	
16	Are containment egress pathways clear and any gates/doors operable?	☐ Yes ☐ No ☐ N/A	

Other Conditions

17	Is the system free of any other conditions needing to be addressed for continued safe operation or that may affect the site SPCC Plan?	☐ Yes ☐ No	
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Inspector Information

Printed Name: _____ Signature: _____ Date: _____

ERIE MUNICIPAL AIRPORT STORMWATER MANAGEMENT PLAN

CERTIFICATION NUMBER COR900729

QUARTERLY VISUAL ASSESSMENT DOCUMENTATION

FIRST QUARTER - SAMPLE COLLECTION DATE AND TIME: _____

SAMPLE LOCATION: _____ NATURE OF THE DISCHARGE (i.e SNOWMELT, RAINWATER) _____

NAME OF PERSON SAMPLING: _____ SIGNATURE: _____
print

COLOR	ODOR	CLARITY	FLOATING SOLIDS	SETTLED SOLIDS	SUSPENDED SOLIDS	FOAM	OIL SHEEN	OTHER INDICATORS OF STORMWATER POLLUTION

CORRECTIVE ACTION (IF NEEDED): _____

SECOND QUARTER - SAMPLE COLLECTION DATE AND TIME: _____

SAMPLE LOCATION: _____ NATURE OF THE DISCHARGE (i.e SNOWMELT, RAINWATER) _____

NAME OF PERSON SAMPLING: _____ SIGNATURE: _____
print

COLOR	ODOR	CLARITY	FLOATING SOLIDS	SETTLED SOLIDS	SUSPENDED SOLIDS	FOAM	OIL SHEEN	OTHER INDICATORS OF STORMWATER POLLUTION

CORRECTIVE ACTION (IF NEEDED): _____