



**AIRPORT MANAGER'S REPORT
FEBRUARY 2019**



ERIE MUNICIPAL AIRPORT



AIRPORT FEES

LAND LEASE AND TIE DOWNS

Airport staff has invoiced and collected tie-down and land lease fees.



THROUGH THE FENCE FEES

Airport Staff has invoiced and collected the 2019 Through the Fence Fees.

AIRFIELD PLOWING

Airport staff plowed the airfield Several times. All appropriate NOTAMs were issued to alert pilots of the field conditions.



NOISE COMPLAINTS

Airport Management did not receive any noise complaints during the month of February.

COLORADO AVIATION SYSTEM PLAN AND COLORADO ECONOMIC IMPACT STUDY

The Colorado Department of Transportation, Division of Aeronautics has requested Airport Staff to complete an Inventory and Data Sheet to provide them information about the Airport for the Colorado Aviation System Plan (CASP) and the Colorado Economic Impact Study (CEIS). The Inventory and Data Sheet requests information about the Runways and Taxiways, Visual and Navigational aids, Facilities at the Airport, Services provided, Airport Operations, Number and Type of Aircraft based at the Airport, types of activities at the Airport, Airport safety. The Inventory and Data Sheet also asks for information about Airport businesses and tenants.





NATIONAL BASED AIRCRAFT INVENTORY UPDATE

It is time to update the National Based Aircraft Inventory for the Erie Municipal Airport! The last update took place in 2017. At that time, there were 162 aircraft based at the airport. Airport staff is in the process of updating the inventory and will report the final result in the March Board Report.



AIRPORT TOURS

Todd Fessenden, Director of Public Works from the Town of Erie recently arranged tours of several Town facilities, including the Airport. The two groups consisted of Public Works personnel and members of the Board of Trustees. Jason Hurd, the Airport Manager was happy to escort the two groups around the Airport and answer numerous questions. We were excited to have folks from the Town visit us and learn what we do!

DRONE (UAS – UN-MANNED AIRCRAFT SYSTEMS) ACTIVITY



Airport Management and Airport Staff continue to receive an increase in notifications of drone activity within five (5) miles of the airport. While Airport Management cannot give permission for UAS activity in the vicinity of the airport, UAS operators are required to notify Airport Management of their intent to fly within 5 nautical miles of the airport.

UAS operations within the vicinity of an airport are a challenge for both drones and for full-size aircraft. The goal of Airport Management is keep *all* aircraft safe – both drones and full-size aircraft.



AIRPORT FACT OF THE MONTH

We thought the members of the Board of Trustees might enjoy learning a little more about the airport that calls the Town of Erie home. So each month we will pick a topic that relates to the airport and expand on it a bit. This month – NOTAMS.



JUST WHAT EXACTLY IS A NOTAM?

Just about every month we report that “appropriate NOTAMS were issued”. What does that actually mean?

The acronym NOTAM stands for “Notice to Airmen”. Simply stated, a Notice to Airmen (NOTAM) is a notification issued to alert aircraft pilots of potential hazards or conditions along a flight route or at a location that could affect the safety of the flight. NOTAMS usually contain information that is essential to flight operations, but not known far enough in advance to be publicized by any other means.

We issue NOTAMS for a number of reasons. Typical NOTAMS alert pilots to things like construction at an airport, runway conditions, such as snow or ice, outages that affect lighting, even airport closures.

Recent NOTAMS have included Runway Surface condition NOTAMS. Some of the recent NOTAMS issued at Erie have been for snow on the runways. For example, if we have 1/4 of snow on the runway, the NOTAM will read like this:

RWY 15 FICON 3/3/3 100 PCT 1/4IN DRY SN OBS 1902192000. 1902192000-1902202000

This translates to:

RWY 15 (Runway 15) **FICON** (Field Condition) **3/3/3** (braking action medium) **100 PCT** (100% of the runway has) **1/4IN DRY SN** (1/4 inch of dry snow on it) **OBS** (observed at) **1902192000** (February 19th 2019 at 8:00pm ZULU time – 3:00pm local). **1902192000-1902202000** (this indicates that the NOTAM will be in effect for 24 hours)

So you can see that NOTAM language is a little like a code but a code that disseminates information that is important to pilots!

Next month – Runway Markings



AIRPORT INSPECTIONS – please see attached Appendix A for sample reports

Airport staff performed 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

FUEL SALE TOTALS

Total gallons of fuel sold to date in February:

JetA – 712

100LL – 1733





FUEL ISLAND INSPECTIONS – please see attached Appendix B for a 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



APPENDIX A

SAMPLE DAILY AND WEEKLY AIRPORT INSPECTION FORMS

ERIE MUNICIPAL AIRPORT - DAILY AIRPORT INSPECTION CHECKLIST

DATE: _____ INSPECTOR: _____

SIGNATURE: _____

FUEL LEVEL REPORT		TANKS SUMPED	CONDITION	
100LL		INITIALS:		CLEAN
JET A		INITIALS:		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	Surface Conditions	
SNOW AND ICE	Wing Tip clearance	
CONTROL	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

DATE: _____ INSPECTOR: _____

SIGNATURE: _____

S=SATISFACTORY

U=UNSATISFACTORY

FACILITIES	INSPECTED ITEMS	S	U	REMARKS
RUNWAYS	15 / 33 9/27 PUBLISHED CLOSED			
TAXIWAYS	Alpha Taxiway			
139.305-307	Pavement lip over 3"			
PAVEMENT AREAS	Hole 5" diameter, 3" depth			
	Cracks / spalling / bumps / depressions			
	FOD: garbage / gravel / debris-			
	All Aircraft Tied-Down Securely			
	Other: Please describe			
139.309	Erosion / bumps / ruts / holes			
SAFETY AREAS	Drainage			
	FOD: garbage / gravel / debris-			
	Vegetation			
	Object / frangible base			
139.311	Runway markings			
MARKING AND LIGHTING	Taxiway markings			
	Hold Lines			
	Runway / taxiway signs			
	Runway / taxiway lighting			
	Pilot Operated lighting			
	Obstructions to lighting - NONE			
	Damaged / missing / dirty			
	Inoperative lighting			
	Electrical vault			
139.323 AND 39.33	Approach lighting			
NAVAIDS	PAPI / REIL			
	Lighted windsock			
	Segmented circle			
	Rotating beacon			
139.331 AND part 77	Objects removed / marked / lighted			
OBSTRUCTIONS	Obstruction lights			
	Cranes / trees / vertical obstruction			
	Fencing/Gates/Signs			
FUELING OPERATIONS	Fuel Markings/Labeling			
	Piping Protected From Vehicles			
	Piping/Pumps-Bonded and Grounded			
	Fire Extinguishers-Inspected/Accessible			
	No Smoking Signs Posted			
	No Evidence of Smoking			
	Boldly Marked Emergency Cutoff			
	Wiring-Bad or Frayed-NO			
	No Fuel Leaks			
	Hoses in Good Condition			
	Grounding Reel/Clip-Operable			
	No Vegetation/Materials to Spread Fire			
	Explosion Proof Electrical Equipment			
	Other-Use Space Below			
139.335	Noise annoys signage			
PUBLIC PROTECTION	Crossing active runway signage			None in place
	Security gates			
	Fuel farm inspection (corrosion or fuel			
139.337	Dead birds / animals			
WILDLIFE CONTROL	Location of dead birds / animals			
	Alleviate animals			
AIRPORT VEHICLES	Inspected, Cleaned, Fueled			



APPENDIX B

SAMPLE MONTHLY FUEL ISLAND INSPECTION REPORT



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#: 8024	Facility Name: Erie Municipal Airport	Inspection Date:
Street Address: 395 Airport Drive		City: Erie ZIP: 80516
# of Tanks Inspected: 2	Tank IDs: 8024-4 / 8024-5 s/n 6929 & s/n 6554	
Any item marked "No" requires additional information to describe the condition and date the condition is corrected.		
ITEM	STATUS	COMMENTS / DATE CORRECTED
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	
Inspector Information		
Printed Name: Jason Hurd	Signature:	Date: