



**AIRPORT MANAGER'S REPORT  
FEBRUARY 2019**

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**ERIE MUNICIPAL AIRPORT**

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## **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 19<sup>th</sup> 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	
			CLEAN	DIRTY
100LL		INITIALS:		
JET A		INITIALS:		

**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**

DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

S=SATISFACTORY

U=UNSATISFACTORY

FACILITIES	INSPECTED ITEMS	S	U	REMARKS
<b>RUNWAYS</b>	15 / 33 9/27 PUBLISHED CLOSED			
<b>TAXIWAYS</b>	Alpha Taxiway			
139.305-307	Pavement lip over 3"			
<b>PAVEMENT AREAS</b>	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			
<b>SAFETY AREAS</b>	Drainage			
	FOD: garbage / gravel / debris-			
	Vegetation			
	Object / frangible base			
139.311	Runway markings			
<b>MARKING AND LIGHTING</b>	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			
<b>NAVAIDS</b>	PAPI / REIL			
	Lighted windsock			
	Segmented circle			
	Rotating beacon			
139.331 AND part 77	Objects removed / marked / lighted			
<b>OBSTRUCTIONS</b>	Obstruction lights			
	Cranes / trees / vertical obstruction			
	Fencing/Gates/Signs			
<b>FUELING OPERATIONS</b>	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			
<b>PUBLIC PROTECTION</b>	Crossing active runway signage			None in place
	Security gates			
	Fuel farm inspection (corrosion or fuel			
139.337	Dead birds / animals			
<b>WILDLIFE CONTROL</b>	Location of dead birds / animals			
	Alleviate animals			
<b>AIRPORT VEHICLES</b>	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 17<sup>th</sup> Street, Suite 500  
Denver, CO 80202-3610

Phone: 303-318-8500  
Fax: 303-318-8488  
Email: [cdle\\_oil\\_inspection@state.co.us](mailto:cdle_oil_inspection@state.co.us)  
Web: [www.colorado.gov/cdle/petroleum](http://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
<b>Primary Tank and Piping</b>		
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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2 Is aboveground piping (valves, fittings, connections, pumps, etc.) free of visible leaks? <i>Note: If "No", identify location and describe leak.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3 Are ladders/platforms/walkways secure with no sign of severe corrosion or damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4 Are all tank openings properly sealed (capped, plugged, covered, blind flanged, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5 Is the tank liquid level gauge readable and in good working condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6 Is overfill prevention equipment in good working condition (overfill valve, audible alarm, etc.)? <i>Note: Verify operation of audible alarms.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7 Is the spill container (spill bucket) empty, free of visible leaks and in good working condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8 Is the primary tank free of water?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9 Is the area around the tank (concrete surfaces, ground, containment, etc.) free of visible signs of leakage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10 Is the cathodic protection system in operating condition and functional? <i>Note: Inspection required every 60 days only.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11 Rectifier reading Volts: _____ Amps: _____ Are these readings within manufacturer specifications? <i>Note: Inspection required every 60 days only.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Double-Wall Tank</b>		
12 For double-wall tanks, is interstice free of liquid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13 For double-wall tanks, is interstitial monitoring equipment in good working condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Containment (Diking/Impounding)</b>		
14 Is the containment free of liquid, debris, combustible materials, and empty or full drums/barrels?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15 Are dike drain valves closed and in good working condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16 Are containment egress pathways clear and any gates/doors operable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Other Conditions</b>		
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Inspector Information</b>		
Printed Name: Jason Hurd	Signature: _____	Date: _____