



CITY OF RED BLUFF

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AIRPORT COMMISSION AGENDA

Date of Meeting: **August 11, 2021**
Place of Meeting: **City Council Chambers**
Time of Meeting: **5:30 p.m.**

This agenda has been posted pursuant to City of Red Bluff Resolution No. 28-1995. The City of Red Bluff welcomes you to their meetings, which are regularly scheduled for the second Wednesday of each month. Your participation and interest are encouraged and appreciated. Meeting notices are available in appropriate alternative formats, upon request of a person with a disability. If accommodations are needed for individuals with disabilities, please contact the Public Works office prior to the day of the meeting.

1. **Pledge of Allegiance**
2. **Approval of Minutes**
3. **Citizen's Comments**

Citizen comments are a special time for citizens to address the Airport Commission on airport related items which are not on this meeting's agenda. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the commission after the public hearing is opened for public testimony. By law, the Airport Commission cannot make decisions on matters not on the agenda: however, items can be discussed and can be placed on the agenda of the next Airport Commission Meeting. If requested by letter, at least two weeks prior to the Airport Commission Meeting, any subject relative to the operation of the airport will be placed on the next agenda. The Chairperson reserves the right to limit the duration of time per each speaker.

4. **Current Business**

4.1 **Fixed Base Operator (FBO) – Gary Walker** **Informational**

5. **Old Business**

5.1 **Report of Homeless Executive Meeting** **Informational**

5.2 **Taxiway Rehabilitation Project** **Informational**

No update regarding the schedule of project as FAA has not offered the grant. Conversations between RBL's Consultant and FAA project manager indicate that it

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should be offered soon. A bid awarding protest discussion has been made by the non-selected Contractor on the grounds of non-compliance with DVBE contract requirements. The non-selected Contractor has been informed by both the Armstrong Consulting and City Attorney that their claim is without merit. No further response has been received.

6 New Business

6.1 Helitack Fire Support Returns to RBL Informational

Last week, RBL saw the limited return of helitack operations in support of the neighboring McFarland Fire at the border of Tehama and Shasta Counties around the community of Wildwood within the USFS response area. No full helibase activation has been initiated as only two helicopter teams have been set up south of the E/W taxiway. The situation and operations may change at anytime in response to where resources are most needed in our general area.

6.2 RBL Emergency Response Plan Discussion

In the event of aviation emergencies, accidents, or incidents, and in particular occurring on the airfield, the City has written First Responder protocols established to effectively respond to such an event. Both the Fire and Police Departments had already established policies in-place which were periodically updated. However, they were mostly Department centric and further, no written policy has been discovered for Airport Management nor Public Works. Immediately after the last airfield incident, staff formed an after-action meeting which included fire and police officials, FBO staff, and Armstrong Consultants and later included conversations with FAA and Redding Tower. Discussion included what worked, what didn't work, existing policies and where they needed revisions or improvements, generation of an inclusive policy from Public Works, and updating contact lists. Attached are current policies of RBPD and Rbfd, as well as the proposed draft copy of Public Works Response Plan for discussion.

6.3 TCAA Fly-In and Cruise-In Informational

The TCAA has applied for their annual End of Summer Fly-in to be held at RBL on September 25, 2021. The information provided in the application indicates that it will be the same layout as with their last event in 2019.

7 Closing Comments

The next Regular Airport Commission Meeting is scheduled for September 8, 2021

Purpose and Scope:

The purpose of these response procedures for an airport emergency is to assure the efficient emergency operations involving aircraft or aviation facilities while maintaining the highest level of safety for all public, personnel, and equipment associated with the incident.

These procedures do not supersede, and are supplementary to, established procedures with that of the primary first responders, Red Bluff Police Department (Policy 435) and that of the Red Bluff Fire Department (Administration/Management Response Policy #1109), and any other responding agency that may be required (FAA, Military, County, State, etc.) for incident.

Definitions or Acronyms:

Aircraft – Any fixed-wing aircraft, rotorcraft, balloon, blimp/dirigible, or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

Apron – A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading/unloading passengers/freight, refueling, parking or maintenance. AKA **Ramp** or **Tarmac**

ATCT – Air Traffic Control Tower – Red Bluff is an Uncontrolled Field without an ATCT. Nearest ATCT is Redding Tower (radio frequency, **channel 3, 119.800**) which is available to assist and communicate with FAA and inbound instrument approach aircraft to Red Bluff.

Aviation Facilities – Any fixed object or structure, either above or below ground, that is constructed or placed within the airport property that is associated with aviation use. Items include but not limited to, hangars, fuel tanks or pumps, antenna, NavAid, lighting, fire hydrants, storm drains, runway, taxiway, etc.

CTAF – Common Traffic Advisory Frequency is the general frequency assigned to a particular region or area when an ATCT is not provided. Pilots will make radio calls with their positions and intents to other pilots in the area. **Red Bluff's frequency is 123.00, channel 1)**

FAA – Federal Aviation Administration – Agency that has jurisdiction over the National Airspace System

FBO – Fixed Base Operator – An FBO is a localized business stationed on an airfield that provides various aviation services. **Cardan Aircraft Services** contracts with the City to provide aircraft fueling and maintenance, **aircraft recovery** and sales, flight instruction, restaurant, and rental car services.

HazMat – Hazardous Materials – Any substance or material could adversely affect the safety of the public (fuels, oil, etc.)

NavAids – Navigational Aids – A visual or electronic device airborne or on the surface which provides point to point guidance information or position data to aircraft.

NOTAM – Notice To Airman – A notice containing information concerning the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard.

NTSB – National Transportation Safety Board – Determining agency for probable cause of transportation accidents.

Oakland Center – Oakland Air Route Traffic Control Center – Provides enroute air traffic control services for aircraft in transit and **assists with radar-locating of downed aircraft.** (channel 2, 132.200)

RBL – The FAA three-letter identifier for Red Bluff Municipal Airport

Runway – A defined rectangular area on a land aerodrome prepared for the take-off and landing of aircraft.

Taxiway – A defined pathway on the surface of a land aerodrome designated for the movement of an aircraft, under its own power, to and from a runway.

Policy:

The Public Works Department shall act as the support department for the first responders charged with securing the scene/incident and aircraft while providing necessary fire, stand-by services, and medical measures. The Police Department will act as “Lead Agency” regarding initial FAA/NTSB contact and appropriate agency/department notification and will confirm the Authorization to Remove Aircraft from the scene. The Fire Department will attempt contact with aircraft/Oakland Center/Redding Tower over the local CTAF or appropriate aviation frequency to determine extent of emergency and provide fire suppression, rescue operations, and HazMat countermeasures. Public Works and FBO will assist in providing services to create a safe airfield environment for first responders to operate within and to offer aviation/aircraft-type consultation as needed, include aircraft removal from scene when authorized **to do so.**

Airport Operations Contact Information:

- | | | |
|------------------------|----------------|----------------|
| 1. Airport Manager, | Scott Miller | (530) 228-3910 |
| 2. Assistant Engineer, | Vinnie Pagnano | (530) 945-7145 |
| 3. Admin. Asst., | Marie Jensen | (530) 209-3741 |
| 4. FBO, Cardan | Gary Walker | (530) 638-6547 |
| 5. FBO, Cardan | Cody Payne | (530) 355-8356 |

Procedures:

1. Upon notification of emergency/incident, Airport Manager or FBO shall file an appropriate NOTAM.
2. Airport Manager is to confirm that **FAA Western Regional Operations Center** has been contacted **(206) 231-2099**.
3. Airport Manager or FBO shall monitor CTAF for any arriving aircraft and divert, as necessary.
4. **ALWAYS ASSUME THAT THE RUNWAY IS ACTIVE AND BE VIGILANT FOR AIRCRAFT LANDING, TAKING OFF, OR TAXIING!**
5. Additional on-call Public Works staff shall be contacted to close appropriate airfield surfaces (runway, taxiway(s)) with appropriate measures that include, but not limited to, illuminated closure crosses, ground deployed closure crosses, low barricades, staffed trucks equipped with rotating beacon light. Airport Manager to direct staff to necessary locations (see attached map "Exhibit A", for typical closure staging).
6. Airport Manager and/or FBO will provide consultation regarding airfield resources/hazards/safety, aircraft-type, and relevant associated aviation information. (See attached "Exhibit A" for airfield hazards/resources.)
7. FBO shall remove aircraft once FAA/NTSB has authorized such action, and transport to secure location on airfield.
8. Airport Manager will inspect affected airfield surfaces to assess any incurred damages or operational issues and shall re-open to normal aviation traffic and cancel NOTAM if safe to do so once all personnel have vacated scene.
9. If authorization to remove aircraft is not granted, and closure of airport surfaces will be extended, Airport Manager may have to initiate additional mechanisms such as increased closure markings, notifications (FAA NavAids, NOTAMs, postings, flying clubs, etc.), and disabling runway lights, rotating beacon, Runway End Indicator Lights (REILs), etc.

Aircraft Accidents

435.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

435.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

435.2 POLICY

It is the policy of the Red Bluff Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

435.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

435.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Red Bluff Police Department

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Aircraft Accidents

435.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)
- (d) Chief of Police
- (e) Operations Division Commander
- (f) Public Works Director
- (g) City Manager / Airport Director
- (h) Coroner, if applicable

435.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

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435.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

435.8 DOCUMENTATION

All aircraft accidents occurring within the City of Red Bluff shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of RBPd members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

435.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

435.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

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Aircraft Accidents

- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

435.9 MEDIA RELATIONS

The Press Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Airport Emergency Response

Purpose:

The purpose of these response procedures to an airport emergency is to assure the efficient emergency operations involving aircraft while maintaining the highest level of safety for all responding personnel and equipment.

These procedures shall apply to aircraft that are experiencing problems that the pilot in command has deemed an emergency or potential emergency.

Policy:

The Duty Officer has full responsibility for assuring compliance with these procedures. Authority to deviate from these procedures rests solely with the officer in charge who bears full responsibility for the results of any deviation. **UNDER NO CIRCUMSTANCES SHALL ANY ASPECT OF SAFETY BE SACRIFICED.**

Procedures:

Upon arrival: Aircraft approaching Runway 33/15

1. Duty Officer or Engine shall attempt to make contact with the aircraft over Channel 1 of the aircraft radio (this is the local Red Bluff aircraft channel). If no contact is made, Oakland Center can be contacted on Channel 2 to obtain type of aircraft, personnel on board, type of emergency, etc. Channel 3 is Redding, which we would normally not use but is there in the event no contact is made with Oakland on Channel 2 or the aircraft on Channel 1. Channel 4 is used for emergency landing transponder for downed or missing aircraft in which the transponder has activated.
2. Duty Officer will respond to the intersection on the taxiway and runway intercept (see map).
3. First-in engine or truck will respond to the approach end of the taxiway adjacent to the runway.
4. Second engine or truck will respond to the location of the Duty Officer. If there is no Duty Officer available, remain at this location.
5. Ambulance should stage on the runway side of the main airport administration building. Additional responding equipment shall contact IC via radio TAC channel for staging information.
6. Third engine will respond to the departure end of the runway and stage at that taxiway.

Original: February 1996

Revised: October 2015

Revised: July 2016

Airport Emergency Response

#1109

As the aircraft approaches for landing and passes by the first Engine, that Engine will follow the aircraft and parallel it on the taxiway. The aircraft can veer off course, follow at a safe distance.

SAFE LANDING

Upon aircraft landing safe (no fire) follow aircraft to parking. IC and one engine will proceed to aircraft location for information and size up.

All other equipment and personnel will monitor TAC for orders from the IC.

CRASH LANDING

If aircraft makes a crash landing, the closest engine will respond to position of safety and address the need for the following:

- ICS size-up
- Rescue
- Suppression of fire
- Water supply
- Additional personnel
- Additional equipment

NOTE: All suppression personnel should be in full protective clothing and SCBA

- While standing by on taxiway remain as far away from runway as possible while remaining on hard surface. Make sure aircraft has gone by your location before proceeding down the taxiway.
- Do not approach aircraft from the front.
- Never approach aircraft from the front while propellers are turning or engines running.

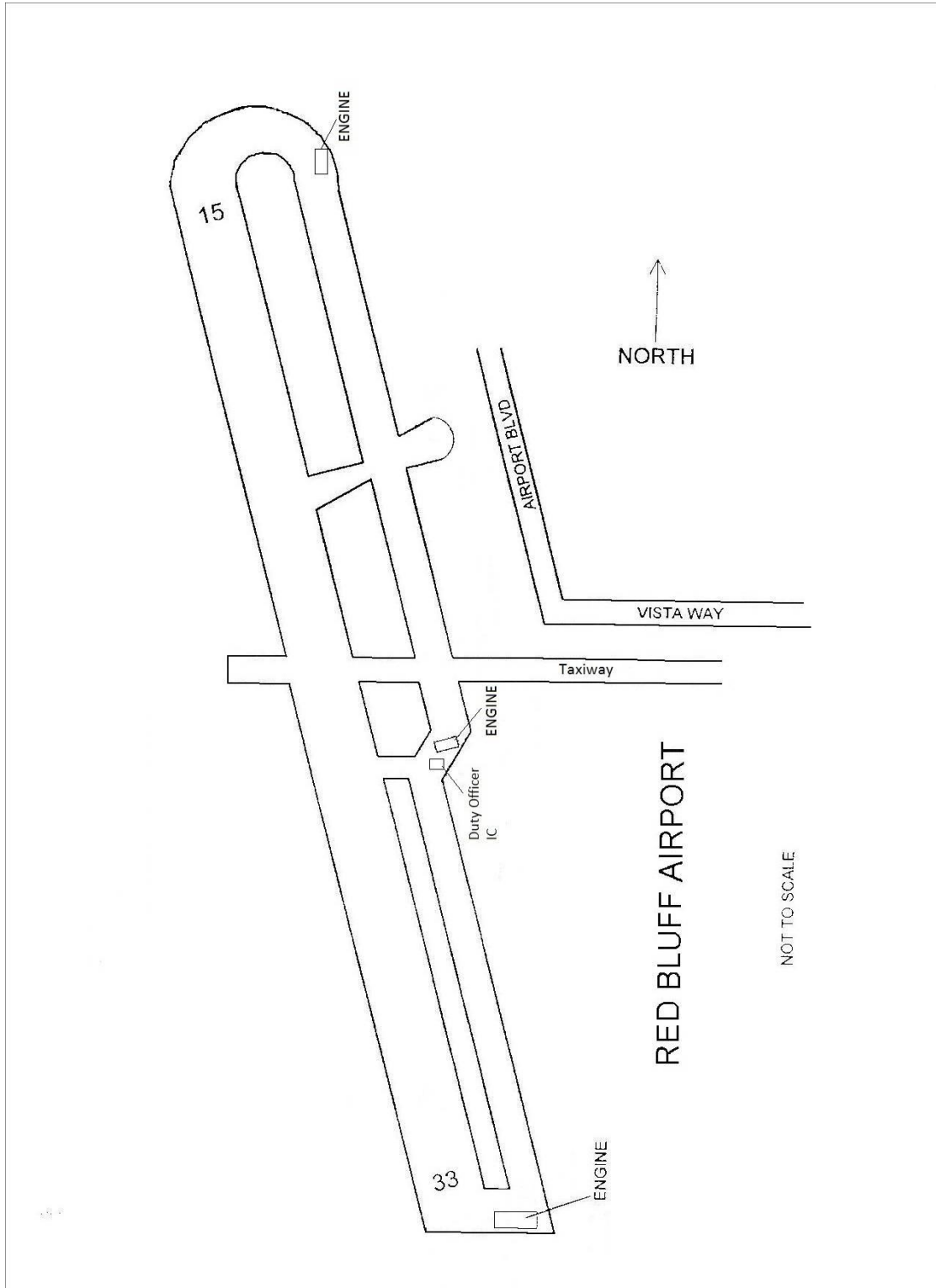
NOTE: All air traffic for landings and take-offs is visual. If the runway needs to be shut down, contact a City representative who will bring out illuminated Xs that indicate the runway is closed. If you have to be on the runway, all emergency lighting shall be on and the IC should be monitoring Channel 1 of the aircraft radio.

Original: February 1996

Revised: October 2015

Revised: July 2016

Airport Emergency Response



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