

**GILLESPIE COUNTY AIRPORT**  
**Fredericksburg, Texas**

The logo is a circular emblem. The outer ring is pink and contains the text "GILLESPIE COUNTY" at the top and "AIRPORT" at the bottom in white, stylized capital letters. The inner circle is grey and features a white propeller with eight blades. Overlaid on the center of the logo is the text "AIRPORT EMERGENCY PLAN" in bold, black, serif capital letters. The word "AIRPORT" is on the top line, "EMERGENCY" is on the second line, and "PLAN" is on the third line. A thin white horizontal line separates "EMERGENCY" and "PLAN".

**AIRPORT EMERGENCY  
PLAN**

**Aug 28, 2023**



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## 1. Background

### 1.1 Airport Ownership and Nature of Operations

- 1.1.1 The Gillespie County Airport (“Airport”) is a general aviation airport owned by Gillespie County (“County”) that supports a variety of general aviation operations ranging from light, single engine piston airplanes, to multi-engine turbine airplanes, helicopters, and other types of aircraft.
- 1.1.2 The Airport is a nontowered airport (i.e., not served by an operating air traffic control tower).

### 1.2 Airport Management and Fixed-Base Operator Roles

#### 1.2.1 Airport Management

- 1.2.1.1 The Gillespie County Commissioners Court (“Court”), through its Airport Manager is responsible for the day-to-day management of the Airport.
- 1.2.1.2 In general, the Airport Manager and staff oversee the financial and operating performance of the Airport, including leasing of Airport property, but do not provide services to general aviation aircraft such as aircraft fueling, aircraft handling, or maintenance.
- 1.2.1.3 The Airport Manager and staff are generally on site and available only during normal business hours.

#### 1.2.2 Fixed-Base Operator

- 1.2.2.1 A fixed-base operator (“FBO”) at an airport is an entity that is granted the right to operate on the airport and provide support services to general aviation aircraft.
- 1.2.2.2 Fredericksburg FBO (Gillespie Air Services), a private business enterprise, leases land at the Airport and provides FBO related services including aircraft fueling, aircraft parking, rental cars, storage, and other services.
- 1.2.2.3 Fredericksburg FBO, in connection with its role as an FBO, is required to maintain business hours that provide coverage for Airport operations, generally from 8 am until 6pm.
- 1.2.2.4 Upon request, the FBO can also provide certain “call-out” services for general aviation operations outside of its normal business hours.

1.3 Airport Hours of Operation and Attendance

- 1.3.1 The Airport is open 24 hours/day, seven days a week, unless otherwise closed due to weather or other operational / maintenance related considerations.
- 1.3.2 It is important to note, that although the Airport is generally available for aircraft operations 24 hours/day, seven days a week, the Airport is attended only part-time. The Airport Manager (and its staff) and Fredericksburg FBO are generally on site only during their respective normal business hours.
- 1.3.3 As such, aircraft operations can, and do, routinely occur at the Airport when it is unattended and, in certain instances during normal business hours, is unattended when staffing shortages exist either in the Airport Manager's office or at the FBO.

1.4 No Rescue or Firefighting Equipment Located on the Field

- 1.4.1 As is the case at many general aviation airports, the Airport does not (and is not required to) have its own rescue or firefighting equipment located on the field.
- 1.4.2 Rescue and firefighting services are available from the local community. Coordination / communication with such resources is discussed in this document.

1.5 Airport not Certified under 14 CFR Part 139

- 1.5.1 14 CFR Part 139 requires airports that serve certain scheduled and nonscheduled air carrier operations to obtain and keep current an Airport Operating Certificate ("AOC").
- 1.5.2 No operations falling within the scope of 14 CFR Part 139 are conducted at the Airport and, as such the Airport is not certified (nor required to be certified) under 14 CFR 139.

1.6 Aircraft Operators and Types of Accidents and Incidents

1.6.1 Aircraft Operator

- 1.6.1.1 The National Transportation Safety Board ("NTSB") defines an "Operator" as "any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft."

1.6.2 Aircraft Accident

1.6.2.1 The NTSB defines an “Aircraft Accident,” in part, as “an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury or in which the aircraft receives substantial damage.”

- *Serious injury*-any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury; (2) results in a fracture of any bone (except simple fractures of fingers, toes or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second or third degree burns, or any burns affecting more than 5% of body surface. (49 CFR PART 830)
- *Substantial damage*-damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured hold in the skin or fabric, ground damage to rotor, or propeller blades, and damage to landing gear, wheels, tire, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part. (49 CFR PART 830)

### 1.6.3 Aircraft Incident

1.6.3.1 The NTSB defines an “Incident” as “an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.”

## 1.7 Disabled Aircraft Phases

### 1.7.1 Disabled Aircraft Response Phase

1.7.1.1 The Disabled Aircraft Response Phase begins at the first notification of a possible emergency and continues through rescue operations, including removal of passengers and crew and extinguishment of any fire if present.

### 1.7.2 Disabled Aircraft Removal Phase

- 1.7.2.1 The Disabled Aircraft Removal Phase begins when all persons have been removed and the aircraft is safe for off-site investigation and when the relevant authorities, including any other public safety officials and the FAA and NTSB have approved relocation of the aircraft from the scene.

## 1.8 Designated Airport Representatives

- 1.8.1 For purposes outlined in this Aircraft Accident and Incident Response Plan (“Plan”), in situations where the Airport Manager is not present, the volunteer members listed in Appendix D, as available, shall be designated representatives of the Airport (“Designated Airport Representatives”).
- 1.8.2 The Airport Manager and Designated Airport Representatives shall receive annual training with respect to the provisions of this Aircraft and Incident Response Plan.

## 1.9 Incident Command

- 1.9.1 External resources responding to an Aircraft Accident or Incident on the Airport will direct all rescue, firefighting and security operations. Such parties will coordinate the response and establish incident command resources as they determine necessary for the specific situation and for the various stages of the response (“Incident Command”).
- 1.9.2 The Airport Manager / Designated Airport Representative will be the point of contact for any such Incident Command designated by such external resources.

## 1.10 Notices to Air Missions (“NOTAMs”)

- 1.10.1 Notices to Airmen or “NOTAMs” is a notice containing information essential to personnel concerned with flight operations, but not known far enough in advance to be publicized by other means to the aviation community. It states the abnormal status of a component of the National Airspace System (including airports) – not the normal status.
- 1.10.2 In the context of this Plan, NOTAMs provide the Aircraft Operator important information on the status of the Airport, including Airport closure, partial closure (i.e., runway, taxiways, etc.) and other conditions important to aviation safety. NOTAMs are prepared by the Airport Manager / Designated Airport Representative and submitted to the FAA for dissemination to the aviation community.

## 2. Introduction

### 2.1 Purpose and Scope

- 2.1.1 The scope and purpose of this Aircraft Accident and Incident Response Plan (“Plan”) is to:
  - 1) Minimize any further injury, loss of life, or damage to property, and safely return the Airport to operation following an Aircraft Accident or Incident that occurs on Airport property.
  - 2) Establish an Accident and Incident Reporting framework to assist in obtaining resources to handle an Aircraft Accident or Incident on Airport property, including rescue, firefighting, security, and Incident Command capabilities that are not resident on the Airport; and
  - 3) Provide guidance to the Airport Manager / Designated Airport Representative in the removal of any disabled aircraft that may have resulted from an Accident or Incident on Airport property.
- 2.1.2 Although the Airport Manager and Fredericksburg FBO personnel may serve roles in communication and support, they are not trained in rescue, firefighting, security, or Incident Command and will not serve in such capacities at any time in an Aircraft Accident or Incident occurring on the Airport.
- 2.1.3 This Plan is limited in scope and is not intended to be the equivalent of an Airport Emergency Plan prepared in accordance with FAA Advisory Circular AC 150/5200-31C.
- 2.2 Review and Update
  - 2.2.1 This Plan has been reviewed by the relevant parties identified herein, including Airport Management, the Airport Advisory Board, Fredericksburg FBO, the Fredericksburg Police Department, the Fredericksburg Fire Department, Fredericksburg Emergency Medical Services, Gillespie County Community Emergency Response Team, the Gillespie County Sheriff’s Office, and the Texas Department of Public Safety.
  - 2.2.2 This Plan shall be updated from time to time as personnel and circumstances change and presented to Gillespie County Commissioners Court on at least an annual basis for approval and communication to relevant parties.
  - 2.2.3 This plan will be exercised annually. The Airport Manager’s office shall obtain documentation of receipt and understanding of this Plan from the parties listed in paragraph 2.2.1.

### 3. Accident and Incident Reporting

#### 3.1 Baseline

- 3.1.1 Accidents and Incidents identified by anyone should call 911 and describe the Aircraft or Incident, location, and request emergency services.
- 3.1.2 Following a call to 911, individuals are requested to contact the Airport Manager, and if unable to reach the Airport Manager, a Designated Airport Representative.
- 3.1.3 Accident and Incident Reporting for anyone who identifies a potential Accident or Incident are outlined in Appendix A.

#### 3.2 Airport Manager / Designated Airport Representatives

- 3.2.1 Upon becoming aware of an Accident or Incident (and when present at the Airport), the Airport Manager / Designated Airport Representative will perform the communication and related activities outlined in Appendix B.

#### 3.3 Fredericksburg FBO

- 3.3.1 During times when the Airport office is closed, or when the Airport Manager / Designated Airport Representative is otherwise not present and upon becoming aware of an Accident or Incident, the FBO will perform the communication and related activities outlined in Appendix C.

### 4. External Response Capabilities

#### 4.1 Fredericksburg Fire/Emergency Medical Services Department

- 4.1.1 The Fredericksburg Fire Department responds with equipment and trained personnel for fire suppression, rescue of victims, and transportation of victims to area hospitals.
- 4.1.2 Containment of hazardous materials (HAZMAT) in and around the accident site.
- 4.1.3 The Fredericksburg Fire Department is limitedly responsible for HAZMAT clean-up. HAZMAT clean-up is the owner/operator responsibility.
  - 4.1.3.1 For the Spill Response Procedures Checklist refer to Appendix I. In addition, contact information for local clean-up services can be found in Appendix E.

4.1.3.2 For more information and TCEQ forms, refer to the Airport's SWPPP

- Reportable Quantities:
  - Engine oil, Hydraulic Fluid – 25 gal
  - Gasoline or other fuels – 17 gal

4.1.4 Fredericksburg Emergency Medical Services (“EMS”) can provide emergency medical services to include triage, patient care, and transport.

4.2 Fredericksburg Police Department/Gillespie County Sheriff's Office

4.2.1 The PD/SO assists in securing the area and providing for the free flow of emergency equipment into the Accident or Incident scene.

4.2.2 The PD/SO can also provide crowd control, site security, and control of ingress and egress to the scene by authorized personnel.

4.3 Texas Department of Public Safety

4.3.1 The Texas Department of Public Safety (DPS) will contact the FAA if the accident occurs off airport property or when Airport Management or Designated Representatives are not present on the airport at the time of the accident.

4.3.2 DPS holds the scene and takes photos to document the scene for FAA/NTSB investigators.

4.3.3 DPS assists in securing the area and providing for the free flow of emergency equipment into the Accident or Incident scene.

4.3.4 DPS can also provide crowd control and control of ingress and egress to the scene by authorized personnel.

4.4 Other Resources

4.4.1 External responders may also access other services from surrounding communities (i.e., TFS & Harper/Stonewall/Willow City/Doss/Tierra Linda VFD), other state and local resources, and / or federal resources as they deem necessary to respond to the specific situation at hand.

4.4.2 In accordance with the Gillespie County Airport's Minimum Operating Standards, all leaseholders are required to respond to airport emergencies at the request of the Airport Manager or local authorities.

5. Disabled Aircraft Removal

5.1 Airport Manager / Designated Airport Representative

- 5.1.1 The role of the Airport Manager / Designated Airport Representative is to safely return the airfield to normal operations.
- 5.1.2 The Airport Manager / Designated Airport Representative is not required to provide assistance in the physical process of removing or relocating the disabled aircraft or in recommending an aircraft removal resource, but in most cases will at their discretion.
- 5.1.3 This Airport Manager / Designated Airport Representative works with the relevant emergency responders, the NTSB, and the FAA to confirm timing and ability for the Aircraft Owner / Operator to remove the disabled aircraft.

5.2 Fredericksburg FBO

- 5.2.1 Fredericksburg FBO may be available to provide limited support for removing a disabled aircraft.
- 5.2.2 The Aircraft Owner / Operator in its sole decision, determines whether Fredericksburg FBO or any other aircraft removal or resource is qualified to remove or relocate its aircraft.

5.3 NTSB and FAA

5.3.1 National Transportation Safety Board (“NTSB”)

- 5.3.1.1 When the NTSB is involved in responding to the Aircraft Accident or Incident, The Airport Manager / Designated Airport Representative will confirm with the FAA/NTSB the ability to remove or relocate the disabled aircraft prior to providing the Owner / Operator access to the area to start the removal / relocation process.
- 5.3.1.2 In most cases, the NTSB will issue a “permission to move the aircraft” following its initial investigation of the accident. This permission allows the aircraft to be moved only from the location of the accident to a selected area for further investigation. The NTSB generally retains custody of the aircraft until completion of its investigation.
- 5.3.1.3 Upon completion of its investigation, or as determined by the Investigating Official, the NTSB will issue a “Release” of the aircraft. This “Release” permits the operator to move the aircraft as desired for repairs or salvage.

5.3.2 Federal Aviation Administration (“FAA”)

5.3.2.1 When the FAA is involved in responding to the Aircraft Accident or Incident, The Airport Manager / Designated Airport Representative will confirm with the FAA the ability to remove or relocate the disabled aircraft prior to providing the Owner / Operator access to the area to start the removal / relocation process.

5.4 Aircraft Owner / Operator

- 5.4.1 It is the responsibility of the Aircraft Owner / Operator to coordinate the timing and approach to the removal or relocation of any disabled aircraft with the Airport Manager / Designated Airport Representative, the NTSB, FAA, and emergency responders in advance of any removal or relocation of the aircraft, in whole or part.
- 5.4.2 The Aircraft Owner / Operator determines whether the Fredericksburg FBO or any other disabled aircraft removal resource is qualified to remove or relocate its aircraft and will not hold them responsible for any further damage caused by the moving of the aircraft.
- 5.4.3 Appendix E contains a list of disabled aircraft removal resources known to the Airport, including Fredericksburg FBO. The list is provided for informational purposes only, is not intended to be a complete list of such service providers, and none of the service providers listed are endorsed or recommended by the Airport Manager.
- 5.4.4 The Aircraft Owner / Operator will meet with the Airport Manager, NTSB Investigator, FAA and any emergency responders, as applicable, to agree on a plan of action to permanently remove or relocate the disabled aircraft.
- 5.4.5 The Aircraft Owner / Operator shall ensure the removal process (and service provider) comply with the agreed-upon removal plan of action.
- 5.4.6 The Aircraft Owner / Operator shall be solely responsible for timely complying with any NTSB / FAA required notices related to the Aircraft Accident or Incident.
- 5.4.7 The Aircraft Owner / Operator shall expedite the removal or relocation of the aircraft when approved to do so by the Airport Manager / Designated Airport Representative, NTSB, FAA and emergency responders involved in the situation.
- 5.4.8 If the aircraft is not removed expeditiously and pursuant to the agreed-upon plan, the Airport Manager / Designated Airport Representative may order its removal at the expense of the aircraft owner.

## 6 Reopening the Airport

### 6.1 Airport Manager / Designated Airport Representative

- 6.1.1 The Airport Manager / Designated Airport Representative works with the relevant emergency responders, the NTSB, and the FAA to confirm that such services and investigations have progressed to a stage that would permit the Airport to safely reopen either all or part of its operation.
- 6.1.2 The Airport Manager / Designated Airport Representative works with the Aircraft Owner / Operator to confirm the status of removal or relocation of any disabled aircraft and that such would permit the Airport to safely reopen all or part of its function.
- 6.1.3 The Airport Manager / Designated Airport Representative will physically inspect areas cleared prior to resumption of all or part of the Airport's operation.
- 6.1.4 The Airport Manager / Designated Airport Representative determines that the Airport can safely reopen all or part of the Airport operations.
- 6.1.5 The Airport Manager / Designated Airport Representative prepares /updates NOTAMs on any operational restrictions remaining on the Airport, if any.
- 6.1.6 The Airport Manager / Designated Airport Representative reopens all or part of the Airport.

### 6.2 Aircraft Owner / Operator

- 6.2.1 The Aircraft Owner / Operator remains responsible for the continued adherence to any disabled aircraft removal plan during a partial or full return to operational status of the Airport, including the actions of any disabled aircraft resources engaged to handle any remaining issues in the removal or relocation of the aircraft.
- 6.2.2 The Aircraft Owner / Operator is responsible to keep the Airport Manager / Designated Airport Representative informed of the status and compliance with the agreed plan for removal / relocation activities in connection with the disabled aircraft removal plan.

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7. Comments and Questions

7.1 Comments and questions should be directed to:

Airport Manager  
Gillespie County Airport  
191 Airport Rd  
Fredericksburg, TX 78624  
Phone: 830-990-5764

**APPROVED BY THE GILLESPIE COUNTY COMMISSIONERS COURT THIS**  
28th **DAY OF** August, **2023.**



Daniel Jones, Gillespie County Judge

**Attest:**   
Lindsey Brown, Gillespie County Clerk

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## **Appendix A**

### **Gillespie-County Airport Aircraft Accident and Incident Response Plan**

#### **Accident and Incident Reporting**

1. Call 911 and describe the Aircraft Accident or Incident, location, and request emergency services.
2. Notify Airport Manager at 832-315-0764 or, if unable to reach the Airport Manager, one of the Designated Airport Representatives listed below:
  - a. Steve Allen - 281-635-2292
  - b. Ethan Crane - 830-997-3313
  - c. Bob Snowden - 830-456-5425
  - d. Ian Waghorn - 541-645-4379

## **Appendix B**

### **Gillespie-County Airport Aircraft Accident and Incident Response Plan**

#### **Accident and Incident Reporting - Airport Manager / Designated Airport Representative**

3. Call **911** and describe the Aircraft Accident or Incident, location, and request emergency services.
4. Contact the FAA / Houston Air Route Traffic Control Center (“ATC”) on 281-230-5560 if closing all or part of the Airport and ask them to advise any known inbound traffic. Advise ATC of the aircraft tail number if available.
5. Monitor Airport traffic on CTAF 122.7, if able, and advise aircraft of any closures or issues. When time permits, broadcast Airport operational status, including any full or partial Airport closures, in the blind.
6. Update AWOS 120.0 with a recorded message on Airport operational status.
7. Prepare NOTAM to address Airport operational status and provide to Leidos Flight Service NOTAM desk at 877-487-6867. (Note the Designated Airport Representative are authorized to post NOTAMS)
8. Call the FAA Operations Center at 817-222-5006, or the NTSB at 844-373-2992, and describe the Aircraft Accident or Incident. Make sure you have the following information:
  - (a) Type, nationality, and registration marks of the aircraft;
  - (b) Name of owner, and operator of the aircraft;
  - (c) Name of the pilot-in-command;
  - (d) Date and time of the accident;
  - (e) Last point of departure and point of intended landing of the aircraft;
  - (f) Position of the aircraft with reference to some easily defined geographical point;
  - (g) Number of persons aboard, number killed, and number seriously injured;
  - (h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known.
9. Provide access to the Airport to emergency responders, the FAA and NTSB as applicable, including assistance and direction to the location of the Aircraft Accident or Incident.

## **Appendix C**

### **Gillespie-County Airport Aircraft Accident and Incident Response Plan**

#### **Accident and Incident Reporting – Fredericksburg FBO**

During times when the Airport office is closed (or when the Airport Manager or a Designated Airport Representative is otherwise not present), Fredericksburg FBO will perform the following communication and related activities:

1. Call **911** and describe the Aircraft Accident or Incident, location, and request emergency services.
2. Provide access to the Airport to emergency responders, the FAA and NTSB as applicable, including assistance and direction to the location of the Aircraft Accident or Incident.
3. Notify Airport Manager at 832-315-0764 or, if unable to reach the Airport Manager, one of the Designated Airport Representatives listed below:
  - a. Steve Allen - 281-635-2292
  - b. Ethan Crane - 830-997-3313
  - c. Bob Snowden - 830-456-5425
  - d. Ian Waghorn - 541-645-4379
4. Monitor Airport traffic on CTAF 122.7, if able, and advise aircraft of any closures or issues. When time permits, broadcast Airport operational status, including any full or partial Airport closures, in the blind.
5. Provide a situation report to the Airport Manager or Designated Airport Representative upon arrival.

**Appendix D**

**Gillespie-County Airport  
Aircraft Accident and Incident Response Plan**

**Airport Manager and Designated Airport Representatives**

**Airport Manager**

Tony Lombardi

**Designated Airport Representatives**

Steve Allen (Chairman of the Airport Advisory Board & a Local Pilot)

Ethan Crane (Owner of the FBO and a Certified Instructor Pilot)

Bob Snowden (Local Certified Instructor Pilot)

Ian Waghorn - (Tac Aero Manager and a Certified Instructor Pilot)

## Appendix E

### **Gillespie-County Airport Aircraft Accident and Incident Response Plan**

#### **Disabled Aircraft Removal Resources and Key Numbers**

##### **Disabled Aircraft Removal Resources:**

- Tic Tac Towing LLC has tow truck which will help move a tailwheel aircraft, Cell: 830-889-1052  
Note: Tricycle gear aircraft or larger twins will require bigger equipment with straps and spreader bar.
- Perry's Crane and Rigging Co. Inc., 830-257-3478 or 830-257-3773
- Sunbelt Rental, 830-997-7137
- Texas First Rentals, 830-990-4333
- FBO (For tug support), 830-997-3313.
- TAC Aero maintenance has a forklift. (830) 990-9050
- HAZMAT/Spill Removal
  - Alamo1/Alamo Environmental (210) 404-1220. (24-hour hotline)

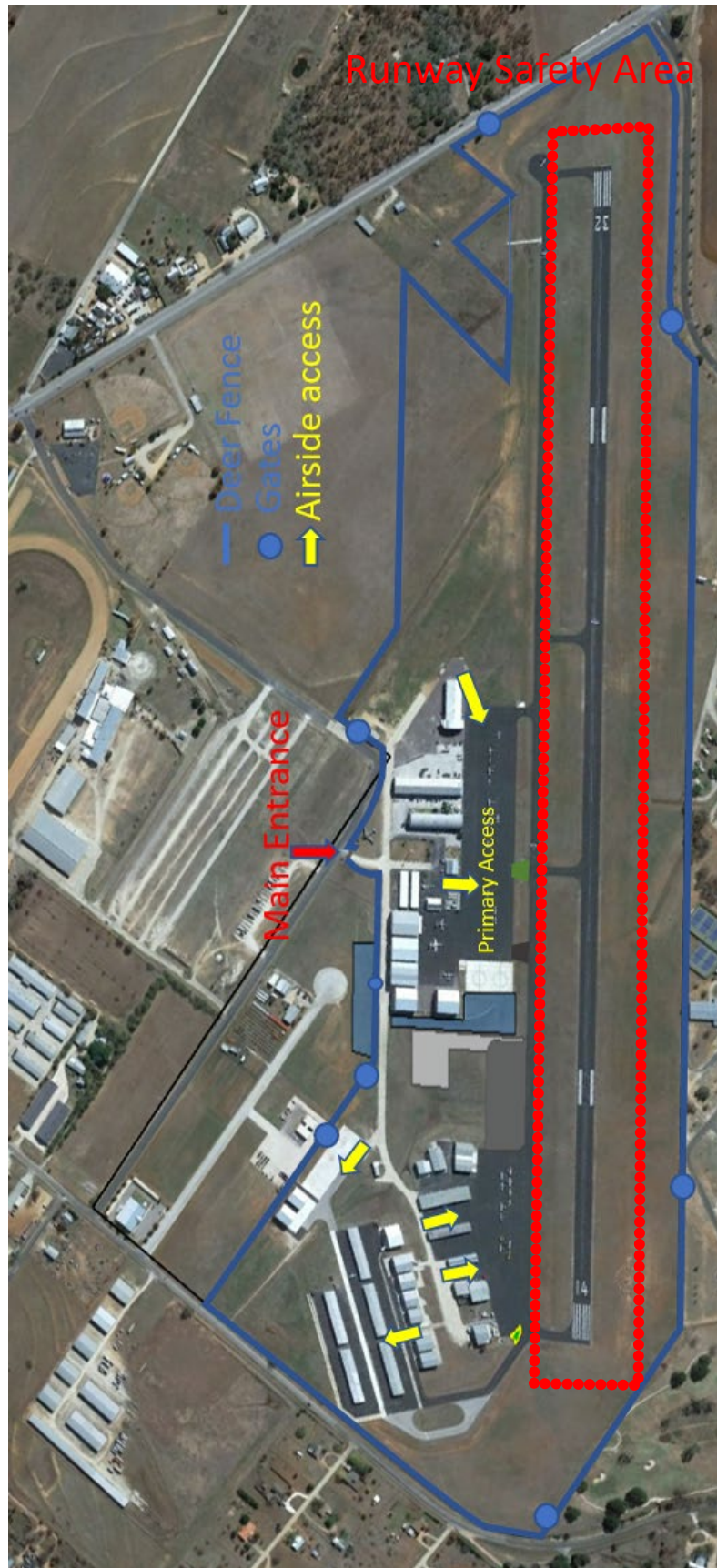
##### **Key Numbers:**

- |   |              |
|---|--------------|
| • FAA Operations Center                       | 817-222-5006 |
| • FAA Flight Standards Office                 | 800-292-2023 |
| • National Transportation Safety Board (NTSB) | 844-373-9922 |
| • Gillespie County/Fredericksburg Dispatch    | 830-997-7585 |
| • Leidos Flight Service NOTAM                 | 877-487-6867 |

**Appendix F**

**Gillespie County Airport  
Aircraft Accident and Incident Response Plan**

**Airport Access Points**



## Appendix G

### Gillespie County Airport Quick Reference Emergency Checklist-Manager

**(Don't move the Aircraft until approved by the FAA/NTSB)**

**1. Type of emergency** - *Federal regulations require operators to notify the NTSB immediately of aviation accidents and certain incidents*

*“An accident is defined as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which **any person suffers death or serious injury, or in which the aircraft receives substantial damage.**”*

**2. Location of incident.**

- A. If in the safety area of runway (RSA) (200' either side of runway centerline)
  - Close runway, stop takeoffs and landings, use CTAF Freq. 122.7 VHF
  - Do not allow takeoffs and landing from the taxiway
    - Recommend parking a PD/SO vehicle or county gator with lights on at the ends of both runways to stop takeoffs and landings.
  - As time permits call Flight Service to issue NOTAM 877-487-6867

**3. Estimate of people involved.**

- A. Care for injured until arrival of First Responders

**4. Notify (Airport Manager Responsibility):**

- A. If there is an injury, or possible fire, confirm First Responders on the way/if not, call 911 (request “Jaws of life”)
  - Fredericksburg Police and Gillespie County Sheriff (830-990-8793) (Dispatch)/830-997-7585 ((DPS office is in Kerrville 830-258-8400x68437)
- B. FAA Communications Center Dallas, 1-817-222-5006
  - At a minimum have the following information to pass on:
    - Incident time: \_\_\_\_\_
    - Type of aircraft/N#: \_\_\_\_\_
    - Pilot Name/status: \_\_\_\_\_
    - Location of incident: \_\_\_\_\_
    - Summary of the event: \_\_\_\_\_

- Other key numbers: FAA Flight Standards Office (1-800-292-2023) and the National Transportation Safety Board (NTSB) ((844) 373-9922)

**5. If on scene, Fire Department Chief or senior firefighter is the Incident Commander**

- A. Direct rescue and fire suppression
- B. Protect and preserve the accident scene to the maximum extent possible

**6. If required, Gillespie County Emergency Management Coordinator**

- A. Will arrange for resources needed by Incident Commander
  - Hospital Services
  - Mortuary Aid
  - Airevac

**7. If on scene, Law Enforcement**

- A. City of Fredericksburg assisted by Gillespie County Sheriff and Texas DPS will secure incident site, control vehicular traffic and perform crowd control.
- B. Ensure the free flow of emergency vehicles.
- C. Control access to and from the site

**8. Airport Manager**

- A. Support the effort by coordinating the use of equipment, material and personnel.
- B. Contact airport tenants for assistance.
- C. Take pictures, send to FSDO Inspector, if requested
- D. Ask FSDO/FAA representative for permission to move wreckage if in runway safety area and runway is closed,
  - Recommendation: if able, have the pilot contact his insurance company prior to moving it, however once the FAA approves the move, don't wait on the insurance company if the site interferes with the operations of the runway (i.e. on the runway or in the RSA).

*Note: Remove disabled aircraft past the parallel taxiway to be safe.*

- E. Request Fuel Samples from FBO, if it was determined that the aircraft received fuel from the FBO.
- F. Create a log of the event.

**9. Support Equipment**

- A. Tic Tac Towing has tow truck which will help move a tailwheel aircraft, Cell: 830-889-1052

- B. Note: Tricycle gear aircraft or larger twins will require bigger equipment with straps and spreader bar.
- C. Perry's Crane and Rigging Co. Inc., 830-257-3478 or 830-257-3773
- D. Sunbelt Rental, 830-997-7137
- E. Texas First Rentals, 830-990-4333
- F. FBO (For tug support), 830-997-3313.
- G. TAC Aero maintenance has a forklift. (830) 990-9050
- H. HAZMAT/Spill Removal
  - Alamo1/Alamo Environmental (210) 404-1220. (24-hour hotline)

**Key Numbers:**

- |   |              |
|---|--------------|
| • FAA Operations Center                       | 817-222-5006 |
| • FAA Flight Standards Office                 | 800-292-2023 |
| • National Transportation Safety Board (NTSB) | 844-373-9922 |
| • Gillespie County/Fredericksburg Dispatch    | 830-997-7585 |
| • Leidos Flight Service NOTAM                 | 877-487-6867 |

## Appendix H

### Gillespie County Airport Quick Reference Emergency Checklist-Manager Absent

***(Don't move the Aircraft until approved by the FAA/NTSB)***

**1. Notification/Type of emergency** - Federal regulations require operators to notify the NTSB immediately of aviation accidents and certain incidents

*“An accident is defined as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which **any person suffers death or serious injury, or in which the aircraft receives substantial damage.**”*

- A. If there is an injury, or possible fire, or in doubt...Call 911/confirm First Responders on the way (request “Jaws of life”)
- B. Contact Airport Manager 832-315-0764
  - Contact Jon Watt @ 520-342-9980 (for county representation/help)
- C. Call for assistance/help:
  - Bob Snowden 830-456-5425,
  - Steve Allen 281-635-2292,
  - Ethan Crane/FBO 830-997-3313
  - Ian Waghorn - 541-645-4379

*(Note: Due to their expertise and willingness to help, these individuals have volunteered to represent the Airport manager in his absent and should be give the respect and authority to make Airport Manager's decisions)*

#### **2. Location of incident.**

- A. If in the safety area of runway (RSA) (200' either side of runway centerline)
  - Close runway, stop takeoffs and landings, use CTAF Freq. 122.7 VHF
  - Do not allow takeoffs and landing from the taxiway.
    - Recommend parking a PD/SO vehicle or county gator with lights on at the ends of both runways to stop takeoffs and landings.
  - As time permits call Flight Service to issue NOTAM 877-487-6867 (Note: the 4 individuals list above are authorized to post NOTAMS)

#### **3. Estimate of people involved.**

- B. Care for injured until arrival of First Responders

#### **4. Notify (by either FBO or other Knowledgeable Person):**

**A. Call FAA Operations Center-817-222-5006**

- At a minimum have the following information to pass on:
  - Incident time: \_\_\_\_\_
  - Type of aircraft/N#: \_\_\_\_\_
  - Pilot Name/status: \_\_\_\_\_
  - Location of incident: \_\_\_\_\_
  - Summary of the event: \_\_\_\_\_
- Other key numbers: FAA Flight Standards Office (1-800-292-2023) and the National Transportation Safety Board (NTSB) ((844) 373-9922)

- B. If emergency vehicles were called...check with Dispatch (830-997-7585) to see if DPS is responding.

**5. if on scene, Fire Department Chief or senior firefighter is the Incident Commander**

- A. Direct rescue and fire suppression
- B. Protect and preserve the accident scene to the maximum extent possible

**6. If needed, Gillespie County Emergency Management Coordinator**

- A. Will arrange for resources needed by Incident Commander
  - 1. Hospital Services
  - 2. Mortuary Aid
  - 3. Airevac

**7. If on scene, Law Enforcement**

- A. City of Fredericksburg assisted by Gillespie County Sheriff and Texas DPS will secure incident site, control vehicular traffic and perform crowd control.
- B. Ensure the free flow of emergency vehicles.
- C. Control access to and from the site

**8. Airport Manager or Designated Airport Representatives**

- A. Support the effort by coordinating the use of equipment, material and personnel.
- B. Contact airport tenants for assistance.
- C. Take pictures, send to FSDO Inspector upon request.
- D. Ask FSDO/FAA representative for permission to move wreckage if in runway safety area and runway is closed,

- Recommendation: if able, have the pilot contact his insurance company prior to moving it, however once the FAA approves the move, don't wait on the insurance company if the site interferes with the operations of the runway (i.e. on the runway or in the RSA)

*Note: Remove disabled aircraft past the parallel taxiway to be safe*

- E. Request Fuel Samples from FBO, if it was determined that the aircraft received fuel from the FBO.
- F. Create a log of the event (for minor incident send the N#, type of aircraft and pilot's contact information (phone and email) to airport manager)

## 9. Support Equipment

- A. Tic Tac Towing has a flatbed tow truck which will help move a tailwheel aircraft, Cell: 830-889-1052
- B. Note: Tricycle gear aircraft or larger twins will require bigger equipment with straps and spreader bar.
- C. Perry's Crane and Rigging Co. Inc., 830-257-3478 or 830-257-3773
- D. Sunbelt Rental, 830-997-7137
- E. Texas First Rentals, 830-990-4333
- F. FBO (For tug support), 830-997-3313.
- G. TAC Aero maintenance has a forklift. (830) 990-9050
- H. HAZMAT/Spill Removal
  - Alamo1/Alamo Environmental (210) 404-1220. (24-hour hotline)

### **Key Numbers:**

- |   |              |
|---|--------------|
| • FAA Operations Center                       | 817-222-5006 |
| • FAA Flight Standards Office                 | 800-292-2023 |
| • National Transportation Safety Board (NTSB) | 844-373-9922 |
| • Gillespie County/Fredericksburg Dispatch    | 830-997-7585 |
| • Leidos Flight Service NOTAM                 | 877-487-6867 |

## Gillespie County Airport Spill Response Procedures

Gillespie County Airport Spill Response Procedures							
<p style="text-align: center;"><b>Is this an INCIDENTAL RELEASE?</b></p> <ul style="list-style-type: none"> <li>The spill is small and/or <u>CAN</u> be safely cleaned by 1 or 2 people</li> <li>The material spilled is a <u>KNOWN</u> material.</li> <li>The hazards associated with the material are <u>KNOWN</u> and <u>NOT</u> considered extremely dangerous</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>Is this an EMERGENCY RESPONSE situation?</b></p> <ul style="list-style-type: none"> <li>The spill is large and/or <u>CANNOT</u> be cleaned safely by 1 or 2 people [more than 3 gallons or 400 square feet (20x20-foot area)]</li> <li>The material spilled is an <u>UNKNOWN</u> material</li> <li>There has been an aircraft overfill or mechanical failure of the fuel system</li> </ul>							
<p style="text-align: center;"><b>INCIDENTAL RELEASE</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Notify Airport immediately and provide the following information:</p> <ul style="list-style-type: none"> <li>Whether anyone was injured</li> <li>The name of the material spilled</li> <li>The amount of material spilled</li> <li>The location of the spill</li> <li>Whether the spill entered the storm drainage system</li> </ul> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Deploy containment devices, if necessary, to protect groundwater, surface water, and/or soil.</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Clean up spill using spill kit material (e.g. absorbents, pads, shovel, broom, etc.) and the appropriate personal protective equipment.</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Place contaminated materials into appropriate containers and place containers in a secured area with cover to protect the containers from weather. Label the containers with the date the contents were placed in the container as well as the contents in the container.</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Schedule a waste pick-up with your waste handling contractor and dispose of materials appropriately. Provide a copy of the waste manifest to Gillespie County Airport.</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Reportable Quantities:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Engine oil, Hydraulic fluid –</td> <td>25 gallons on land or sheen on water</td> </tr> <tr> <td>2. Antifreeze –</td> <td>11 gallons</td> </tr> <tr> <td>3. Gasoline or other fuels –</td> <td>17 gallons</td> </tr> </table> <p style="text-align: center; font-size: small;">(Reference SWP3 for complete list )</p> </div>	1. Engine oil, Hydraulic fluid –	25 gallons on land or sheen on water	2. Antifreeze –	11 gallons	3. Gasoline or other fuels –	17 gallons	<p style="text-align: center;"><b>EMERGENCY RESPONSE</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Evacuate the area. Use caution tape, ropes, cones, etc. to cordon off the area. If possible, remain in the vicinity, up-wind and away from danger, in order to assist emergency responders</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Immediately call the fire department. Then notify the airport and provide the following information:</p> <ul style="list-style-type: none"> <li>Whether anyone was injured</li> <li>The name of the material spilled</li> <li>The amount of material spilled</li> <li>The location of the spill</li> <li>Whether the spill entered the storm drainage system</li> </ul> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Escort emergency responders to the area where the spill occurred. The emergency responders will assume control upon their arrival.</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Help with cleanup as directed by emergency responders. Clean up spill using spill kit material (e.g. absorbents, pads, shovel, broom, etc.) and the appropriate personal protective equipment.</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Place contaminated materials into appropriate containers and place containers in a secured area with cover to protect the containers from weather. Label the containers with the date the contents were placed in the container as well as the contents in the container.</p> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px;"> <p>Schedule a waste pick-up with your waste handling contractor and dispose of materials appropriately. Provide a copy of the waste manifest to Gillespie County Airport.</p> </div>
1. Engine oil, Hydraulic fluid –	25 gallons on land or sheen on water						
2. Antifreeze –	11 gallons						
3. Gasoline or other fuels –	17 gallons						
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Remember to send a copy of all documents related to the spill to Gillespie County Airport</li> <li>Reportable Quantity (RQ) spills must also be reported immediately (within 24 hours) to the following agencies: TCEQ Emergency Response at (800) 832-8224 and the National Response Center at (800) 424-8802</li> </ul> <p><b>For further information, contact Gillespie County Airport:</b>            Primary Contact: Tony Lombardi            Office: (830) 990-5764            Cell: (832) 315-0764            Email: tlombardi@gillespiecounty.org</p>							