

SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE

Meeting Minutes
August 25, 2010

Opening:

The regular meeting of the Sussex County Airport Advisory Committee was called to order at 7:00 p.m. on August 25, 2010 at Sussex County Emergency Operations Center by Chairman Garrett Dernoga.

Advisory Committee Members Present:

Garrett Dernoga Jeff Reed Gus Croll Larry Kelley Dave Kenton Richard Wilson

County Members:

Honorable Sam Wilson, County Council
Julie Wheatley, Director, County Economic Development

Advisory Committee Members Absent:

Mark Ryan
Dave Baker, County Administrator
Mike Izzo, P.E., Director, County Engineering Dept

Jim Hickin, C.M., Sussex County Airport Manager (Present for meeting)

1. Approval of Agenda

A Motion was made by Larry Kelley, seconded by Jeff Reed, to approve the agenda, as posted. The agenda was unanimously approved as distributed.

2. Approval of Minutes

A Motion was made by Richard Wilson, seconded by Gus Croll, to approve the minutes of the June 23, 2010 meeting. The minutes were unanimously approved by consent.

3. Public Comments

There were no public comments.

4. Emergency Response

Jeff Reed opened by discussing problems with communication between the pilots and emergency personnel. He complimented Georgetown Fire Company for their response and efforts during past emergencies at the airport. Jeff questioned how emergencies would be handled when the FBO is closed.

Guests invited to contribute to this discussion were Penuel Barrett, Fire Chief, Georgetown Fire Company; Rick Garner, from Sussex County Pilot's Association; and Joe Thomas, Director, Emergency Operations Center.

Penuel explained the Georgetown Fire Company's current response process for an aircraft emergency. He stated the fire company hasn't had a standard operating procedure for the airport, but since January they have been making steps toward improving the process. He is working to compile a set of Operating Procedures to be used for the Airport in the event of an emergency. He asked the committee what they wanted to include in this document. The Fire Company has use of the FBO office at anytime in the event of an emergency. Penuel is going to provide the airport advisory committee a draft SOP document for the committee to review when it is ready.

Ricky Short, Assistant Chief Dispatcher, from the Emergency Operations Center, (in attendance on behalf of Joe Thomas), commented that communication is a problem for their dispatchers too. They are not aware of planes coming in here until they get notified from Dover AFB, which in turn, EOC dispatches Fire Company. Jeff Reed asked Ricky if they had Dover's number and contact information and urged him to make sure the dispatchers had the numbers as well. Ricky replied yes they have the number. Ricky also said all three counties have aircraft emergency procedures in place. Ricky read a sample of questions the dispatchers ask when there is an aircraft emergency.

Rick Garner, from the Sussex County Pilots Association, commented he was shocked to find out the fire company had no formal training in aviation communications. A committee has been formed to help improve the training issue. The committee includes Rick Garner, Jim Hickin, and a representative from the fire company. Ricky Short suggested someone from EMS be on this committee as well. Rick Garner told the committee that he has a training video (power point) that is available. Rick will email Susan the information to pass along to the committee members. Rick offered the pilots group would be willing to provide aircraft for hands on training and demonstrations for additional help with training. Rick Garner & Penuel Barrett will try to present a training schedule for the committee for the next meeting.

Penuel commented that in addition to their current process, they also meet once a year with PATS to go over training for their facility. He also stated that when the Fire Company receives an alert they automatically dispatch 2 engines, brush piece with the foam unit, and the command vehicle if it's available. When they arrive at the airport, their personnel meet in front of the FBO. Larry Kelley commented that they need to avoid using lights as this can be distracting for a pilot coming in to land.

Jeff Reed stated that having a knowledge base for the airport in general, knowledge about the aviation radio system, along with improving communication and having a practical exercise will help improve the emergency response issue.

Discussion continued regarding various emergency scenarios, what other airports do, and how pilots handle emergencies.

Jeff Reed asked what the fire company would like to see happen. Penuel commented “better communication with aircraft”. The general consensus of the committee was better communication and training for the airport is needed.

Jeff Reed also suggested a radio base and hand held radios for the fire company to monitor the airport. Jeff asked Jim Hickin to request money from the County for a base station for the fire company. Jim said he would work with the Fire Chief and that the Chief needs to present the need for the base station and two hand held radios. Jim Hickin said the county would find the money if it’s a safety issue.

Larry Kelley suggested to Penuel that the Fire Company consider a display at the Wings & Wheels event to be held Saturday, October 2, 2010 (raindate October 3).

Thank you to the Georgetown Fire Company, (Penuel Barrett, Jeff Ward, and Chip Stevenson), Pilots Association (Rick Garner), and to EOC (Ricky Short), for attending the meeting and providing valuable information to the committee.

5. At this time Garrett amended the agenda by adding two items:

- (1) Discussion to replace Craig Hudson’s seat on the committee: The committee decided to put this on the agenda for the next meeting, September 22nd.
- (2) Update on tiedown expansion: County Council didn’t take the committee’s recommendation. The Council approved a reduced project with 13 tiedowns costing approximately \$250,000. Jim said the project will have to be repackaged and rebid. He expects construction to begin next summer. Jim was asked what the timeline was for the project. He said he didn’t know. Garrett requested this project be considered a priority.

A motion was made by Jeff Reed, seconded by Garrett Dernoga for Sam Wilson to ask Mike Izzo for an expedited timeline for the tiedown project to include a project schedule and to make it a priority. Sam Wilson agreed to ask Mike for the timeline.

6. Airport Rules & Regulations Review (Continued)

The committee began their review of the Rules & Regulations beginning with Section 4.8 entitled “Miscellaneous Taxiing Rules”.

- 4.8.1 Changed to read “All aircraft shall taxi on hard surface, except Aircraft taxiing on designated taxi routes to any grass tie down area.
- 4.9.2 Section Added to read “This section does not apply to aircraft parked on Leased Premises”.
- 4.10.1 Repairs to Aircraft. “public area” was changed to Public Area (capitalization)
- 4.15 Motorless Aircraft Section removed

- 4.16 Emergency Section removed
- 4.17 Ultralight Vehicles Section removed
- 4.18 Aerial Advertising. Last sentence should read “All such persons shall indemnify and hold the County and the Covered Group harmless.
- 4.23 Assigned Areas. New wording- “No person authorized to operate on, or conduct business activities at the Airport shall conduct any of its business activities or park any Aircraft on any areas except those specified in a lease or other Agreement. No FBO or SASO shall occupy any Public Use area except as authorized by these Rules and Regulations or by the Airport Manager.” Jeff Reed commented that, if Sussex Aero Maintenance changes oil in a plane, they do a run-up at the runway to check it out. Is he in violation of this section?
- 5.2 Distance From Buildings- discussion began on this section regarding fueling distance and State law. Jim said this section couldn’t be changed as it is State law. A motion was made by Jeff Reed, seconded by Dave Kenton, to defer this section until the next meeting. It was requested that Jim Hickin bring in NFPA regulations to the next meeting.

7. Next Meeting Date

The next meeting date will be Wednesday, September 22, 2010, at 7 p.m., at the Sussex County Emergency Operations Center.

Adjournment:

Sam Wilson made a motion, and seconded by Jeff Reed to adjourn the meeting.

Minutes respectfully submitted by: Susan Wise, Clerk III Technician, Sussex County Airport