



———— CITY OF ————
SOUTH LAKE TAHOE

POLICY ON DISABLED AIRCRAFT RESPONSE, RECOVERY AND REMOVAL


LAKE TAHOE
airport

Adopted March 10, 2020

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Introduction

Scope of Manual

The Lake Tahoe Airport is a General Aviation airport that is not required to have a formal Airport Emergency Plan nor any formalized policy on how to address an aircraft incident/accident. Despite the fact that this policy document is not required the Lake Tahoe Airport is formalizing its response efforts to aircraft incidents/accidents.

The possibility of disabled aircraft disrupting normal aircraft traffic at the airport concerns all aviation users of this facility. To alleviate these concerns, the Lake Tahoe Airport has developed this manual, which identifies the type of recovery equipment available, its location and basic communication procedures for requesting usage. This manual also outlines the responsibilities of aircraft owners, procedures of Federal agencies, emergency responders and the Lake Tahoe Airport during recovery operations.

Phases of Aircraft Accidents

The results of an aircraft accident occurring on the airfield during landing, take-off, or taxi operations can usually be divided into Emergency and Recovery Phases.

Emergency Phases begins at the first notification of a possible emergency and continues where an accident has occurred through the rescue operations, including the removal of passengers and crew and extinguishment of any fire, if present.

Recovery Phase begins when the Incident Commander (IC) has determined that all persons have been removed and the aircraft is safe for investigation, and when the NTSB (National Transportation Safety Board) or FAA Reno Flight Standards District Office (FSDO) assumes custody of the aircraft. The procedures and developments between this point and the removal of the aircraft are the subject of this Recovery Plan.

RESPONSIBILITY FOR AIRCRAFT RECOVERY & REMOVAL

GENERAL

The Lake Tahoe Airport Rules and Regulations (2009) XIV. *Disposition of Disabled Aircraft* define responsibility regarding disabled aircraft and aircraft recovery as follows:

1. The operator of any aircraft involved in any accident causing personal injury or property damage on airport property shall report promptly of said accident to the Airport Manager.
2. The pilot or operator thereof shall be responsible for the prompt disposal of an aircraft wrecked or disabled the airport and parts of such aircraft as directed by the Airport Manager. In the event of his failure to comply with such directions, such wrecked or disabled aircraft and parts may be removed by the Lake Tahoe Airport at the operator's expense and without liability for damage which may result in the course of such removal.

Attention is also directed to the NTSB (National Transportation Safety Board) Investigation Regulation Part 430, Rules pertaining to Aircraft Accidents. The NTSB has a vested interest to investigate aircraft accidents and should be allowed the opportunity to inspect the accident site before any wreckage or aircraft hull is disturbed. Accident aircraft cannot be moved until released by either NTSB or FAA FSDO officials. During the emergency response phase responders can take whatever actions appropriate to protect life safety and further damage to property.

Lake Tahoe Airport Rules and Regulations also stipulate that any operator generating hazardous wastes (including fuel spills) shall comply with all applicable governmental laws and requirements of the State of California to remediate damage cause by spill contamination. This carries strict liability to the owner of the aircraft.

PRE-PLANNING IS ESSENTIAL

Pre-planning, quick response and awareness of available facilities can greatly reduce the overall time necessary to remove a disabled aircraft. Each airline should develop a recovery plan, which would complement this plan and outline the transitional procedures. Consideration should be given to all types of possibilities from minor incidents to major accidents. Procedures for recovery of an aircraft with blown tires as well as aircraft seriously damaged

should be covered. Where airport personnel do not have equipment to handle serious recovery situations, this policy should be consulted for possible means of locating such equipment, and necessary procedures should be developed to implement a recovery. Pre-planning, using this policy is a general guide directing parties to available equipment and basic procedures. Time spent in pre-planning will save time required during actual recovery.

AIRCRAFT OPERATORS RESPONSIBILITY FOR REMOVING DISABLED AIRCRAFT

Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the Airport, agree and consent, that the Airport Manager may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft that obstructs any part of the Airport utilized for aircraft operations; that any costs incurred by or on behalf of the Airport for any such removal or disposal of any aircraft shall be paid to the City; that any claim for compensation against the City of South Lake Tahoe and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal is waived, and that the owner, lessee, operator or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless and defend the City of South Lake Tahoe all of their officers, agent and employees, against any and all liability for injury to or the death of any person or for any damage to any property arising out of such removal or disposal of said aircraft. The aircraft owner is responsible for choosing the procedures to remove disabled aircraft from air operating areas and for the cost of the recovery. However, if the aircraft owner does not provide for a reasonable and timely removal of said aircraft, the Airport Manager reserves the right to restore airport operations in an expedient manner after notifying the aircraft owner of said intentions.

In addition, the aircraft owner is to expedite the recovery of the aircraft when granted permission by the FAA or NTSB to do so. **(The location of the disabled aircraft on or close to a runway out of service does not justify delay or minimize the removal operations.)** If the aircraft is not being removed expeditiously, the Airport Manager may order its removal at the expense of the aircraft owner. Mountain West Aviation (on Airport Fixed Based Operator) can provide **limited support** for removing a disabled aircraft with aircraft operator's permission. Mountain West Aviation reserves the right to recommend an aircraft operator obtain their own recovery company if the disabled aircraft requires specialized services. The closest aircraft recovery service to this airport is located in Reno, NV at the Reno-Stead Airport.

Closest Specialty Aircraft Recovery Company

Aviation Classics, Ltd.
4825 Texas Avenue
Reno, Nevada 89506
Telephone: (775) 972-5540
Email: info@aviationclassics.com

Other firms specializing in aircraft recovery services for this area are listed in the last chapter of this policy.

FAA & NTSB RESPONSIBILITY

The NTSB, a federal agency, takes custody of the aircraft and its contents from the time the accident occurs to the completion of the investigation or written release. In most cases, the NTSB will issues a **“permission to move the aircraft”** to the aircraft operator following the initial investigation of the accident. This permission to move allows the aircraft to be moved only from the location of the accident to a selected area for further investigation. The NTSB retains custody of said aircraft until completion of its investigation.

Upon completion of its investigation, or as determined by the board, the NTSB will issue a “Release” of the aircraft to the operator. This “Release” permits the operator to move the aircraft as desired for repairs or salvage.

NOTE: Removal or recovery of the aircraft or parts cannot be initiated until clearance has been received from the principle Safety Board representative with the NTSB or FAA FSDO.

The pilot or operator of an aircraft involved in an on-airport accident is responsible for immediate notification to the NTSB and FAA FSDO Officer. Where this is not possible due to injuries or fatality, the Lake Tahoe Airport Manager or designee will make such notification either by telephone to both the FAA Reno FSDO and the NTSB.

NTSB Regulation 831.11 Part B. States, “Under no circumstances shall accident information be released to or discussed with unauthorized persons whose knowledge thereof might adversely affect the investigation.”

City personnel at the airport during the incident will meet the NTSB Investigators and/or FAA FSDO officials, the aircraft owner and/or

representatives at the scene and a recovery plan can be agreed upon at that time.

It is important that any secondary damage (damage experienced during recovery) be recorded by City for investigation purposes. Take pictures of the scene during the aircraft recovery process.

NTSB NOTIFICATION REQUIRMENTS ON ALL AIRCRAFT ACCIDENTS REQUIRES THE AIRPORT TO CALL:

NTSB Duty Officer: 1-844-373-9922 or 202-314-6290

FAA National Operations Center: 425-227-1389

FAA Reno Flight Standards District Office: 775-858-7700

IF HAZARDOUS MATERIALS ARE OBSERVED SPILLED ONTO THE SURFACE OF THE AIRPORT PLEASE CONSULT THE AIRPORT SPILL CONTAINMENT, CONTROL AND COUNTERMEASURES PLAN AND THE AIRPORT HAZARDOUS MATERIALS BUSINESS PLAN. BOTH ARE LOCATED ON THE DESK OF THE AIRPORT MANAGER. PLEASE CONTACT THE AIRPORT MANAGER IF SPILLED MATERIALS ARE OBSERVED.

There will be the Duty Officer on call at FAA Regional Headquarters. The Duty Officer will be contacted by the Pilot/Operator, Airport Employee, Dispatcher or other official and advised of the accident. **Where possible, the pilot should make the notification.** Please inform pilot if pilot is able to make the notification call.

The Duty Officer will determine the NTSB Investigator and the FAA Investigator on call and dispatch the respective Federal Officials for immediate action.

One Call to the numbers above is all that is required of the Airport for notification purposes.

Have available the following information, whenever possible; however **DO NOT HOLD UP IMMEDIATE NOTIFICATION IF SOME OF THE ITEMS ARE MISSING USE THE CHECKLISTS PROVIDED ON AIRPORT**

MANAGER'S DESK IN A BLACK BINDER LABELLED "EMERGENCY BINDER":

- a) Type and registration number/letters of the aircraft;
- b) Name of Owner, and Operator of the aircraft;
- c) Name of 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 or injured;
- h) Nature of the accident, including weather and extent of damage to the aircraft;
- i) Description of any explosives, radioactive material or other dangerous articles carried;
- j) Location and telephone number where pilot or official can be contacted.

NATIONAL TRANSPORTATION SAFETY BOARD (NTSB) – DEFINITIONS AND PROCEDURES

Aircraft accident – an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention flight until such time as all such persons have disembarked, in which any person suffers death or serious injury as a result of being in or on the aircraft or by direct contact with the aircraft or anything attached thereto, or the aircraft receives substantial damage.

Total Injury- means any injury, which results in death within 7 days.

Operator – means any person who causes or authorizes the operation of an aircraft such as the owner, lessee, or bailee of an aircraft.

Serious Injury- Means any injury which:

1. Requires hospitalization for more than 48 hours commencing within 7 days from the date the injury was received.
2. Results in a fracture of any bone(except simple fractures of fingers, toes or nose)
3. Involves lacerations which cause severe hemorrhages, nerve, muscle or tendon damage;
4. Involves injury to any internal organ;

5. Involves second or third degree burns or any burns affecting more than 5 percent of the body surface.

Substantial Damage

1. Substantial damage means damage or structural failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which normally requires major repair or replacement of the affected component.
2. Engine failure, damage limited to an engine, bent fairing or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades. Damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wing tips **are not considered "substantial damage."**

NTSB Reporting Regulations Requiring Immediate Notification from CFR § 830.5

"The operator of any civil aircraft, or any public aircraft not operated by the Armed Forces or an intelligence agency of the United States, or any foreign aircraft shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (NTSB) office when:

(a) An aircraft accident or any of the following listed serious incidents occur:

(1) Flight control system malfunction or failure;

(2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;

(3) Failure of any internal turbine engine component that results in the escape of debris other than out the exhaust path;

(4) In-flight fire;

(5) Aircraft collision in flight;

(6) Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

(7) For large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):

(i) In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments;

(ii) In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;

(iii) Sustained loss of the power or thrust produced by two or more engines; and

(iv) An evacuation of an aircraft in which an emergency egress system is utilized.

(8) Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact;

(9) A complete loss of information, excluding flickering, from more than 50 percent of an aircraft's cockpit displays known as:

(i) Electronic Flight Instrument System (EFIS) displays;

(ii) Engine Indication and Crew Alerting System (EICAS) displays;

(iii) Electronic Centralized Aircraft Monitor (ECAM) displays; or

(iv) Other displays of this type, which generally include a primary flight display (PFD), primary navigation display (PND), and other integrated displays;

(10) Airborne Collision and Avoidance System (ACAS) resolution advisories issued either:

(i) When an aircraft is being operated on an instrument flight rules flight plan and compliance with the advisory is necessary to avert a substantial risk of collision between two or more aircraft; or

(ii) To an aircraft operating in class A airspace.

(11) Damage to helicopter tail or main rotor blades, including ground damage, that requires major repair or replacement of the blade(s);

(12) Any event in which an operator, when operating an airplane as an air carrier at a public-use airport on land:

(i) Lands or departs on a taxiway, incorrect runway, or other area not designed as a runway; or

(ii) Experiences a runway incursion that requires the operator or the crew of another aircraft or vehicle to take immediate corrective action to avoid a collision.

(b) An aircraft is overdue and is believed to have been involved in an accident”

PRESERVATION OF WRECKAGE, MAIL, CARGO AND RECORDS

- a) The operator of an aircraft, airport or law enforcement personnel which has jurisdiction over the accident site is responsible for preserving any aircraft wreckage, cargo and mail aboard the aircraft, and all records, including tapes of flight recorders and voice recorders pertaining to the operation and maintenance of the aircraft and to the airmen involved in an accident or incident for which notification must be given until Board takes custody thereof or a release is granted.
- b) Prior to the time the Board or its authorized representative takes custody of the aircraft wreckage, mail and cargo may be disturbed or moved only to the extent necessary;
 1. To remove persons injured or trapped
 2. To protect the wreckage from further damage
 3. To protect the public from injury
- c) Where it is necessary to disturb or move aircraft wreckage, mail or cargo; sketches, descriptive notes and photographs shall be made, if possible, of the accident locate including original position and condition of the wreckage and any significant impact marks
- d) The operator of an aircraft involved in an accident or incident as defined in this part shall retain all Records and reports, including all internal documents and memoranda dealing with the accident or incident, until authorized by the Board to the contrary.

REPORTING OF AIRCRAFT ACCIDENTS, INCIDENTS, AND OVERDUE AIRCRAFT

Reports and statements to be filed:

1. **Reports.** The operator of an aircraft shall file a report as provided in National Transportation Safety Board Form 6120.1 or 6120.2
 - a. Within ten days after an accident for which notification is required or, when after seven days, an overdue aircraft is still missing.
 - b. A report on an incident for which notification is required shall be filed only as requested by an authorized representative of the National Transportation Safety Board.
2. **Crew Member Statement.** Each Crew member, if physically able at the time the report is submitted, shall attach thereto a statement setting forth the facts, conditions and circumstances relating to the accident or incident as they appeared to him/her to the best of his/ her knowledge and belief. If the crew member is incapacitated, he/she shall submit the statement as soon as he/she is physically able.
3. **Where to File Reports.** The operator of an aircraft shall file with the Field Office of the National Transportation Safety Board nearest the accident or incident.

NOTE: The FAA recommends in an incident or accident that the uninjured passengers/pilots are attended to by doctor and nurse until it is relatively certain that all have passed the period where delayed shock might affect them. It is also probable that the NTSB investigation team may wish to interview the passengers at the terminal. The aircraft operator, whenever possible, should contact the NTSB Investigator before permitting the crew or passengers to depart.

RULES GOVERNING RECOVERY OPERATIONS

Personnel and vehicles of the aircraft operator, its recovery contractor, subcontractors, other over whom it has control shall comply with the following:

1. Do not escort friends or family of deceased victims of an aircraft accident to the accident site unless deceased have been removed from the accident site by the medical examiner's/coroner's office.
2. Do not inform any friends or family the nature and condition of victims unless specifically instructed by PIO, City Manager or Airport Manager.
It is the job of the Medical Examiner's Office to notify next of kin when there is a death. If accident victims are transported to a

- medical facility for treatment, please VERIFY the location that the patient was sent before divulging that information to friends and family.
3. When approaching an aircraft accident site, one is required to don personal protective clothing to prevent injury or blood borne contamination from any victim(s) who may be present at the accident site.
 4. Stand up wind and on higher ground than the accident site when initially surveying the scene until one determines that there is not a danger to oneself or others.
 5. Do not enter upon the aircraft movement area without the consent of the Lake Tahoe Airport or City of South Lake Tahoe Official and unless escorted by a Lake Tahoe Airport Operations vehicle or Emergency Response Vehicle that is in active service responding to the incident. Once in such areas, do not traverse between points within such area unless escorted.
 6. As directed by the Airport Manager or designee, upon completion of operations on an Air Operation Area, and at the end of each work period, remove all materials, equipment and any other obstructions away from such areas to tenant leasehold, or to an area designated by the Airport Manager or designee.
 7. Do not enter upon or allow any material or equipment to be located upon any part of the Air Operation Area without specific prior approval of the Airport Manager or designee.
 8. Limit the maximum height of equipment to 25 feet unless otherwise approved by the Airport manager or designee.
 9. As directed by the Airport Manager or designee; establish haul routes, maintain them in a satisfactory condition, and repair damage resulting from recovery operations. Clean haul routes each work period and remove materials which fall or are placed on such routes during recovery.
 10. Take all precautions necessary for protection of persons, traffic and property during recovery and related work, including but not limited to, barricades, plates, hazard lights and cones.
 11. Do not burn or bury debris of any type on airport grounds, or wash waste material down sewers or into storm water conveyance waterways.
 12. Provide, locate and shield night illumination to prevent interference with safe aeronautical operations. Consult with the Airport Manager or designee to determine proper light location and shielding.

RESPONSE PHASE

Airport Duty Maintenance Personnel & Airport Administrative Staff

1. Before responding to the accident site make sure you take a portable Aviation Radio that can broadcast on 122.85 MHZ.
2. Locate the aircraft owner/operator if pilots or passengers are unable to communicate.
3. Determine if 9-1-1 needs to be notified. If needed call in emergency Fire & Police services through South Lake Tahoe Dispatch Center.
4. Broadcast on 122.85 MHZ CTAF frequency that an accident is in progress and divert aircraft to alternate airports. Continue to broadcast on CTAF frequency every few minutes alerting pilots that the airport is not open.
5. Use Emergency Binder located in each Airport Division City Vehicle. Binder is Red with "Emergency Binder" written on outside. Fill out forms (Aircraft Mishap, Aircraft Incident Report, Alert I,II, III Checklist)
6. Issue NOTAMS to close the entire Airport or portion of airport as appropriate (877) 487-6867. Contact FAA Oakland Center (Air Traffic Control) if closing runway or airport (510) 745-3331.
7. Check with the FBO for any parties that might have been waiting for or associated with the aircraft. Do not escort family or friends of accident victims to accident site unless permission is given by Medical Examiner, NTSB or other governing official.
8. Check with the FAA operations center (425-227-1389) to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
9. If the aircraft tail number is readable or known, use the Internet to quickly determine the owner/operator at http://registry.faa.gov/aircraftinquiry/NNum_Inquiry.aspx
 - Click on "Databases" at top of screen.
 - Click on "A/C Registration US" (if of U.S. registry, N-number database).
 - Click on "Basic Search."
 - Type in aircraft's tail number.
 - Click on "Send Query."
10. Complete airfield inspections and documentation. Amend appropriate NOTAMS if needed based on actual field conditions.
11. Obtain insurance information from aircraft operator. Aircraft operator is financially responsible for costs related to recovery of aircraft, environmental damage and repairs to infrastructure.
12. Move from Response to Recovery Phase of incident/accident.

Fixed Based Operator-Mountain West Aviation

1. Provide the specific or best estimate of location on or near the airport or closest intersection, landmark, etc., of the emergency.
2. Call 911 (police/fire dispatch).
3. State the "ALERT/Airport Emergency In Progress-Do not Land. Do not Depart." on Airport CTAF 122.85 MHZ until relieved by airport staff. Keep monitoring CTAF and advising pilots of the nature of the emergency.
4. Notify the airport manager and/or designee via cell phone (530) 208-8074. Notify City of South Lake Tahoe Public Information Officer (530) 307-1445.
5. Provide direction to emergency responders to the location of the accident on airport property.
6. Open airport perimeter gate for emergency responders and do not allow access to accident site by members of the public.

South Lake Tahoe Fire Rescue Department

Fire department personnel on the scene will assume Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The scene Incident Commander will maintain contact with the Airport Manager (530) 208-8074.

City of South Lake Tahoe Dispatch should advise airport staff of the applicable fire department radio talk group or provide a radio patch to facilitate efficient response and coordination (e.g., directions to the emergency site, recommended access gate, any immediate environmental issues). Incident Commander may initiate mutual aid response if accident is too large to manage with initial responders or a post-accident fire threatens the community.

South Lake Tahoe Police Department

Secure the area and ensure the free flow of emergency equipment into the incident scene.

1. Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
2. Assist firefighters in the suppression of fire and rescue of victims if requested by the Incident Commander.
3. Treat the accident/incident scene as a major crime scene and secure as such.

City of South Lake Tahoe Public Information Officer

Airport personnel or other city personnel should avoid making any statements to the news media during an emergency situation at the airport or aircraft accident scene unless previously directed. The designated City Public Information Officer should proceed to the accident site to speak with incident commander regarding basic facts of accident. City PIO is primary person to release information to the public/media until or unless relieved by a representative from the FAA or NTSB who can also serve as a public information officer (PIO) in a major accident. Any city employee with questions about media inquiries will refer the media to the City PIO (530) 307-1445.

Emergency Medical Services

EMS will provide emergency medical services to include triage, patient care, and transport. EMS will coordinate with Incident Command for any required mutual aid.

RECOVERY PHASE

The Lake Tahoe Airport's role during the Recovery Phase is that of a coordinator with the vested interest in returning the airfield to its normal operation condition as soon as possible. Upon notification of an aircraft crash on the airport, an aircraft off the runway, or other incident involving an aircraft, the following procedures will be initiated by the Lake Tahoe Airport:

Airport Duty Maintenance Personnel & Airport Administrative Staff

1. Determine if it is safe to open portions of the airport to air traffic or if it is safe to open the entire airport to air operations. Ensure that area is safe to open by physical inspection. Do not open an area unless you have carefully inspected it to determine that it is safe. Ensure coordination is completed with the Incident Commander (SLTFR) before reopening any areas of the airport to air traffic. Ensure emergency responders have an established safe route to and from the accident/incident site.
2. Determines any obstructions to establish clearance criteria of Federal Air Regulations Parts 77 and will direct the marking and lighting of the disabled aircraft, and will close sections of the aeronautical areas as necessary to maintain safe airfield operations.
3. Provides for security of the accident site and coordinates with NTSB and/or FAA officials to determine whether or not a wreckage site, or runway survey should be initiated
4. Provide vehicles and personnel to escort company, and equipment to the site. Complete the Alert III Checklist contained in the Airport

Emergency Binder in each airport vehicle and on the Airport Manager's Office Desk. Look for black binder labelled "Emergency Binder".

5. Maintains up-to-date information with Airport Manager via cell phone. Provide pertinent information to Mountain West Aviation FBO and the City of South Lake Tahoe Public Information Officer (PIO) for use.
6. Inspects all areas prior to resumption for normal operations.
7. Re-open the airport as expeditiously as possible after assuring that adequate rescue equipment is on-line and access to the incident area has been secured.

Aircraft Recovery Coordinator (If Aircraft Operator Desires Private Contract) and/or Airport Manager or Designee

The Aircraft Recovery Coordinator will coordinate all factions of the recovery effort as follows:

1. Do not move the aircraft or any wreckage or disturb the accident site until provided a "release" from the FAA Reno FSDO Office or NTSB.
2. Convenes a meeting with aircraft operator, NTSB and or FAA investigator (if needed), and where necessary the, rigging contractor, and other parties as may be necessary to develop and implement the Aircraft Recovery Plan.
3. Provide for a fire watch when necessary and coordinate that with the South Lake Tahoe Fire Rescue Department.
4. Supervises the Lake Tahoe Airport personnel and equipment assigned to the recovery operation.
5. Make decisions on behalf of the Airport Manager (if not present) as may be necessary to expedite removal of the disabled aircraft.
6. Notes further penetrations into the airport airspace clearance zone created by cranes during the lifting of the aircraft.
7. Monitors present and forecasted weather conditions.
8. Maintains a chronological summary of the recovery operations, especially noting causes of the delays that would be detrimental in upgrading procedures.
9. Ensures photographs and video are taken of the recovery operation when possible for insurance claims.
10. Keeps the Lake Tahoe Airport staff including the City's Public Information Officer advised of the progress of the recovery operation.

City Public Works Division

The Public Works Department will respond to any serious aircraft or airport incident as directed by the Incident Commander, City Manager or Airport Manager. The Director of Public Works will assist the Airport Manager in returning the airport to normal operations in an expeditious manner. The Director of Public Works will coordinate with Incident Command and assist in and supervise the recovery, removal, or salvage of property that creates a

problem on the airport and restricts aircraft operations. This will include the removal of aircraft and hazardous debris on runways and taxiways. The public works department may respond with the initial equipment necessary to accomplish its mission, such as:

- Front-end loader
- Dump truck
- Flatbed trailer
- Sweeper
- Adequate cables and ropes to move an aircraft
- Support equipment (e.g., barricades, cones, and lighting systems for night recovery operations)

AIRPORT RECOVERY CRITIQUE

Following each **significant recovery operation**, the Airport Manager will schedule a Recovery Critique for all interested parties wishing to participate. The critique will include a review of NTSB requirements, the airport emergency checklist Alert III chronological report, and a discussion by the affected aircraft operator's recovery specialist of the procedures equipment he/she utilized during the recovery operation.

Problem areas encountered will be reviewed and appropriate changes to upgrade the Aircraft Recovery Plan will be considered.

THE AIRCRAFT RECOVERY PLAN

GENERAL

Experience has shown that valuable time is saved in the recovery operation through the development of an Aircraft Recovery Plan.

As soon as is practical the Airport Manager will meet with responsible pilot/aircraft owner and the NTSB Investigator (if needed) at the site, and a broad plan of action post response phase should be agreed upon.

They will cover the following topics:

1. Escort routes between the non-movement area and the site. No private vehicles are to proceed onto the aeronautical area without a Lake Tahoe Airport escort.
2. De-fueling will probably be required to lighten the weight of the aircraft. In certain locations off hard surfaces, care will have to be exercised to prevent fuel trucks from bogging down.
3. Where heavy equipment or cranes are necessary, a contractor should be notified immediately to expedite movement to the airport.
4. All FBO ancillary support devices required should be dispatched to the scene if available.
5. Weather conditions should be evaluated when crane lifting, guying or air bag operations are necessary.
6. Lighting of the site should be discussed, and provisions made to obtain portable fixtures.
7. Each recovery plan should include a contingency plan, should difficulties develop in the initial plan.

RECOVERY PHASE OUTLINE

The recovery Phase usually follows the following pattern after clearance of the aircraft by NTSB/FAA when needed and permission is granted by the aircraft owner or designee:

1. Determine if the aircraft meets the reporting requirements for NTSB/FAA involvement from the chapter above. If so contact NTSB and FAA if not coordinate with aircraft owner for permission to move.
2. FAA and/or NTSB will survey the aircraft wreckage site.
3. Determination is made as to what part or parts of the aircraft are to be removed.
4. "Permission to Move" is given by the NTSB and/or FAA Investigator to the pilot, airport official or an authorized representative. Note what Federal Official provided permission (full name, title, and telephone #).

5. Incident specific Aircraft Recovery Plan is developed. Draw out such a plan on paper for documentation purposes. Remember the costs for all aircraft recovery, restoration and remediation is the sole responsibility of the aircraft owner. Please coordinate with aircraft owner (if able) to ensure owner is taking responsibility for contracts, payments and claims. If owner is unavailable, City will take the lead documenting all costs for later coordination with City Attorney to claim against aircraft owner(s).
6. Preliminary recovery operations begin.
7. It is the **responsibility of the aircraft operator** to inspect the cargo manifest for possible hazardous materials requiring special handling.
8. Mail, baggage and possible cargo removed after receiving permission for the NTSB and/or FAA official.
9. De-fueling begins (may take hours) after receiving permission from the NTSB and/or FAA official.
10. Heavy equipment and personnel are on the scene.
11. Contact environmental agencies with jurisdiction if hazardous materials are spilled in amounts that require reporting.
12. Main recovery effort.
13. Aircraft is relocated to a hard surface.
14. Aircraft is escorted to designated area.
15. Accident site is cleaned up and all excavations are filled in, (environmental survey is completed as a necessary).
16. Lighting and instrumentation facilities replaced or repaired as required.
17. Areas affected by the incident (runways, taxiways, ramps, etc...) resume normal operations.
18. Final re-inspection of all runways, taxiways, safety areas, and ramps are completed to ensure that safe operations may resume
19. Cancel any NOTAMs issued to close airport or affected areas.
20. Resume normal air operations.

RECOVERY EQUIPMENT & SERVICES

AIRCRAFT PNEUMATIC LIFTING BAGS

Lifting bags enable the control rising of aircraft to be accomplished without further damage. They are especially useful for aircraft recovery from soft, uneven or marshy ground. Their use permits salvage operations to be conducted in situations where jacking is impractical. The bags are constructed of Neoprene-Nylon material and are transported in deflated condition. Inflation is achieved by remote inflation control through a compressor unit.

The compressor unit for the 25-ton bags is air-cooled and diesel driven. The console permits inflation control of the bags in varying sequence and rapid deflation.

INITIAL EQUIPMENT AVAILABLE FOR RECOVERY OPERATION

Description	Department availability
Air Bags	Fire Department
Steel Cable	Fire Department
De-Ice truck	Mountain West Aviation
Hydraulic Air Compressor	Fire Department
Flood Lights and Generator	Fire Department
Lumber	Fire Department
Plywood	Fire Department
Rope	Fire Department
Hydraulic Porta Power Set	Fire Department
Assorted lifts and Stands	Fire Department
Aluminum Ladders- Various	Fire Department
Radio, Emergency Base Station and Walkie Talkies	Fire Department
Compressors, Air	Airport
Drums, Steel	Airport
Funnels	Airport
Jacks	Mountain West Aviation
Loader	Airport

SPECIALIZED AIRCRAFT RECOVERY LOCAL RESOURCES FOR SOUTH LAKE TAHOE

Aviation Classics, Ltd.

4825 Texas Avenue. C, Reno, Nevada 89506

Telephone: (775) 972-5540

Email: info@aviationclassics.com

Plain Parts

Dennis James

P.O. Box 749 Pleasant Grove, CA 95668

Telephone: 916-655-3100.

Connolly Crane Service, Inc.

2276 Pinenut Road

Gardnerville, NV 89410

Telephone: (775) 782-3036

Telephone: (775) 622-6503 *After Hours

Aircraftsman, Inc.

Mark Wilson or Scott Winters,

7000 Merrill Avenue, Box 100 Hanger B-350

Chino, CA 91710

Telephone: 909-287-1247

Alternate: 909-393-0884

Desert Air Spares International

Jim Doyle, Thermal, California

Telephone: (760) 812-0047

Email: jdoyle@desert-air.com

Exhibit A:
Lake Tahoe Airport Aircraft Incident Report Form



LAKE TAHOE airport

Aircraft Incident Report

Reported by:

Name: _____

Address: _____

Phone #: _____

Date & Time: _____

Airport Property Damage: _____

Aircraft type and tail number:

Name(s) of pilot(s):

Pilot(s) contact information:

Name(s) of Aircraft Owner:

Aircraft Owner Contact Information:

Aircraft Insurance Information (Policy #, Underwriter, Contact Info):

Exhibit B:
Lake Tahoe Airport Aircraft Mishap Checklist



LAKE TAHOE airport

City of South Lake Tahoe, California

DISABLED AIRCRAFT REMOVAL INDEMNITY

TO:-		DATE:-	
AIRCRAFT REGISTRATION:-		AUTHORISED REPRESENTATIVE:-	
AIRCRAFT OWNER:-			
DETAIL OF DAMAGE TO AIRCRAFT:-			

The City of South Lake Tahoe write in respect of the above aircraft (the "Aircraft"), of which you are the owner. We, the City of South Lake Tahoe, California, have been requested by you or your authorized representative to assist in recovery and/or removal of the Aircraft, which has suffered damage as detailed above.

The City of South Lake Tahoe is prepared to assist with such rescue and/or removal of the Aircraft on the condition and understanding that you, as the owner of the Aircraft:

1. Own the Aircraft.
2. You indemnify the City of South Lake Tahoe against all loss, damage, claims, cost, demands, acts or omissions, howsoever; arising, while the City of South Lake Tahoe removes and/or rescues the Aircraft, or any property contained in the Aircraft, or to its current location.
3. You indemnify the City of South Lake Tahoe, its elected and appointed boards, officers, agents, employees and volunteers against any loss or damage to the property of the Lake Tahoe Airport and against any claims for death or personal injury, which may be made against the City of South Lake Tahoe or any servants or agents of the City of South Lake Tahoe arising out of or in connection with anything done, permitted or omitted in or upon the Aircraft during or as a result of rescue and/or removal of the Aircraft.
4. The aircraft owner acknowledges that it is his/her/their financial responsibility to move said aircraft and all costs to restore the runway to operating condition. This includes financial costs required for any environmental remediation of the aircraft incident site and any fees for disabled aircraft removal established through the City Master Fee Schedule.

Please confirm your agreement to the City of South Lake Tahoe assisting you with the rescue and/or removal of the Aircraft, on the above terms, by signing and returning to us a copy of this letter.

<i>WE CONFIRM OUR AGREEMENT TO THE TERMS SET OUT</i>			
COMPANY:-			
SIGNATURE:-			
PRINT NAME:-			
POSITION / ROLE:-		DATE:-	

1901 Lisa Maloff Road, Suite 100
South Lake Tahoe, CA 96150

LAKE TAHOE airport

AIRCRAFT MISHAP CHECKLIST

DATE/TIME: _____

LOCATION: _____

PLANE TYPE AND N-NUMBER: _____

PILOT
NAME: _____

PILOT PHONE
NUMBER: _____

FAA CERT
NUMBER: _____

Passenger Names/Phone
Numbers: _____

- Determine the location of the incident and route emergency vehicles accordingly – On Airport Off Airport (circle)
- Call Crash/Fire 911 or (530) 542-6100
- If runway closure is needed call Flight Service Station to issue NOTAM (877) 487-6867; Next contact Oakland Center Watch Desk at (510) 745-3331 and inform them on runway closure or airport closure
- If persons are injured/killed or major damage to aircraft you must report the accident to the FAA.
- NTSB Hotline: 202-314-6290 or 1-844-373-9922
- FAA Reno FSDO (775) 858-7700
- Contact Airport Manager (530) 208-8074 (cell). Do not TEXT....CALL.

At the Location:

- Assist injured
- Turn Off Master Battery and Fuel Switches – Ask for pilot's help
- Locate and turn off EMERGENCY LOCATION TRANSMITTER if activated (121.900 MHZ)
- Monitor CTAF (122.85 MHZ) – advise traffic of runway closure if needed

LAKE TAHOE airport

- Take pictures of accident **DO NOT MOVE AIRCRAFT UNTIL PHOTOS ARE TAKEN OF WHERE IT CAME TO REST AND FAA/NTSB HAS RELEASED AIRCRAFT TO MOVE IT FROM ACCIDENT SITE.**
- Need permission from FAA/NTSB to remove A/C *Get name of official releasing A/C*
- For Minor A/C removal Contact Mountain West Aviation (530) 541-2110 or (530) 307-8943 (after hours)
- Major A/C Removal Contact these Private Firms (Pilot is responsible for removal of Aircraft). You may not obtain aircraft removal services on behalf of the aircraft owner without his/her consent and approval in writing.

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4825 Texas Avenue. C, Reno, Nevada 89506

Telephone: (775) 972-5540

Email: info@aviationclassics.com

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Aircraftsman, Inc.

Mark Wilson or Scott Winters, 7000 Merrill Avenue, Box 100 Hanger B-350
Chino, CA 91710

Telephone: 909-287-1247

Alternate: 909-393-0884

- Conduct Runway check for FOD (if needed)
- Check runway lights in the vicinity for damage
- Open runway – cancel NOTAM when safe to do so
- Log entire evolution in email and save to \\cityhalls\airport\INCIDENT REPORTS

Exhibit C:
Alert I, II, III Action Report Documentation



LAKE TAHOE airport

IN-FLIGHT EMERGENCY CHECKLIST **Alert I/Alert II** **Action Report & Documentation**

DATE: _____ TIME: _____

FROM (destination): _____

A/C Type: _____ CALLSIGN: _____

Nature of Emergency (Circle Applicable)

Engine Out	No Power	Low Fuel	Gear Up	Other (explain)
-------------------	-----------------	-----------------	----------------	------------------------

Landing Runway:

18	36	OFF RWY
----	----	---------

PERSONS ON BOARD: _____

FUEL ON BOARD: _____ (lbs.)

ETA: _____ (LCL)

Responding Person Proceed Stand By Location & Phone	Contact Time	Has Info? Yes/No
SLT DISPATCH (SLTFR/Police) 9-1-1 Or 530-542-6100		
AIRPORT MANAGER 530-208-8074		
PUBLIC INFORMATION OFFICER 530-307-1445		

Wait for call from Airport Manager. The Manager will say one of three things:

STAND DOWN No Accident or Incident Stop at End of Sheet	MINOR Accident (Aircraft Mishap Checklist)	MAJOR Accident ALERT III Checklist
Fill out info below	Go to Minor Incident Checklist	Go to Major Incident Checklist

Time: _____

Stand Down Time: _____

This In-Flight Emergency is officially over without further incident.

Airport Manager Signature

Alert III (No Serious Injury/Fatalities)

Person Action / Location	Time Completed
SLTFR Fire (INCIDENT COMMANDER) Arrived @ Incident Location and makes contact with Pilot in Command/Survivors (PIC)	
AIRPORT RESPONDER Fill out Aircraft Incident Report Form if Pilot in Command is able	
AIRPORT RESPONDER Call to issue NOTAMs (877)478-6867. Call OAKLAND CENTER ARTCC IF CLOSING AIRPORT OR RUNWAY (510)745-3331 -Close runway or areas of airport if necessary make a safe determination.	
AIRPORT RESPONDER Call Airport Manager (530) 208-8074, if unable contact Public Information Officer (530) 307-1445	
AIRPORT RESPONDER Called Mountain West (530) 541-2110	
AIRPORT RESPONDER Takes photos of incident scene. Do not move wreckage unless directed to do so by NTSB or FAA FSDO	
AIRPORT RESPONDER Brief and get FAA/NTSB permission to remove aircraft from airfield NTSB Hotline: 202-314-6290 or (844) 373-9922 FAA Reno Flight Standards District Office: 775-858-7700	
SLTFR INCIDENT COMMANDER If HAZMAT OR MAJOR FUEL SPILL CONTACT DISPATCH REQUEST NV OFFICE OF EMERGENCY MANAGEMENT TO DISPATCH NVNG 92 ND CIVIL SUPPORT TEAM INITIAL RESPONSE TEAM NV OES State Warning Center Request NVNG 92 Civil Support Team 775-687-0400 CA OES State Warning Center 800-852-7550 Lahontan Water District 530-542-5400 El Dorado County 530-621-5300 (Environmental Mgmt) City Storm Water Coordinator 530-542-6038	
AIRPORT MANAGER Coordinated aircraft removal with Aircraft Owner, City Public Works, SLTFR, Mountain West FBO See Policy on Disabled Aircraft Recovery & Removal	
AIRPORT MANAGER Briefed Public Works Director and Fire Chief	

STAND DOWN TIME: _____

Alert III (Serious Injuries/Fatalities)

Action Details: IF AIRCRAFT CRASHES OFF RUNWAY ENVIRONMENT OR NOTICE OF CRASH COMES WITHOUT WARNING FILL OUT FIRST ROW	Time Completed
<p>Notified of Major Incident Name & Title of caller: _____</p> <p>Caller's Contact info: _____</p> <p>Type of Aircraft: _____</p> <p>Nature of Incident: _____ _____</p> <p>Location in Plain English: _____ _____</p>	
<p>If available (numbers):</p> <p>Dead _____ Injured _____</p> <p>Missing _____ Uninjured _____</p>	
<p>NOTAM AIRPORT CLOSED. ANNOUNCE ON CTAF AIRPORT IS CLOSED AND NATURE OF EMERGENCY. CLOSE AIRPORT DO NOT WAIT</p> <p>ISSUE NOTAM (877) 487-6867</p> <p>Call OAKLAND CENTER ARTCC IF CLOSING AIRPORT OR RUNWAY (510)745-3331</p> <p>CONTACT RENO FAA FSDO TO REPORT AIRCRAFT ACCIDENT</p> <p>NTSB Hotline: 202-314-6290 or (844) 373-9922</p> <p>FAA Operations Center: 425-227-1389</p> <p>FAA Reno Flight Standards District Office: 775-858-7700</p>	

MEDIA & CONTROL THE SCENE	Time
If SLTFR relinquishes control of Incident the Airport Manager becomes Incident Commander until NTSB/FAA arrives to Relieve	
<p>Notify City Manager & Public Information Officer of Emergency in Progress</p> <p>City Manager: (530) 307-1888</p> <p>Public Works Director: (925) 518-0555</p> <p>Public Information Officer (530) 307-1445</p>	
<p>Post someone at the doors at the lower level terminal building to prevent public from wandering onto airport/accident scene. Secure all AOA access gates. Coordinate with SLTPD to post officers at the AOA Gate V1. Chain gate leading down from Airport Road to Hangar Rows closed. Secure the Scene from anyone but Responders or FAA/NTSB. Media needs Escort.</p>	
<p>Coordinate with PIO to set up Media Area in terminal lobby. Place poster board sign for Media to wait there for briefing. Post SLT Police Department Officer to provide crowd control. Do not let public into the accident site until released by NTSB and/or FAA FSDO.</p>	
<p>Designated Locations Unlocked and Cleaned</p> <ul style="list-style-type: none"> <input type="checkbox"/> Survivors' Gathering Location <input type="checkbox"/> Triage Center <input type="checkbox"/> Temporary Morgue 	
<p>FAA Team arrived?</p> <p>Record # of people, time arrived and POC +phone number</p>	
<p>NTSB Investigation Team arrived?</p> <p>Record # of people, time arrived and POC +phone number</p>	

<p>NTSB takes charge of accident scene Operations Director relieved of Incident Command NOTE: Airport / CSLTPD still must provide security to ensure no unauthorized persons enter the scene</p>	
<p>Obtain permission on media statement before broadcast from PIO, City Manager or Airport Manager.</p>	
<p>AIRPORT STATUS – DAMAGE ASSESSMENT</p>	
<p>Special Airfield Condition Inspection completed by Airport Maintenance to determine if airport or portions of airport can reopen. Runway Issues? Can Helicopter Operate? Can the airport open partially?</p> <p>Airport Maintenance or Manager makes determination on Conditions</p>	
<p>If HAZMAT OR MAJOR FUEL SPILL CONTACT DISPATCH REQUEST NV OFFICE OF EMERGENCY MANAGEMENT TO DISPATCH NVNG 92ND CIVIL SUPPORT TEAM INITIAL RESPONSE TEAM</p> <p>NV OES State Warning Center Request NVNG 92 Civil Support Team 775-687-0400 CA OES State Warning Center 800-852-7550 Lahontan Water District 530-542-5400 El Dorado County 530-621-5300 (Environmental Mgmt) City Storm Water Coordinator 530-542-6038 805-705-1262 (after-hours)</p>	
<p>When is the airfield/runway expected to re-open?</p>	
<p>Issued New or Modified NOTAMs from initial Airport Closure?</p>	
<p>Contact Airport Insurance Policy to report damages to airport property and request insurance claim: Risk Manager 530-307-9522</p>	
<p>Mobilize plan to repair airport to restore normal operations. Obtain quotes for professional services and coordinate with insurance adjuster for restoration of services.</p>	
<p>Find out who aircraft owner is? Aircraft Insurance Policy? Gather Pilot in Command information. Write this information down for the insurance and accident investigators. Were there witnesses? Gather their contact information for investigators.</p>	
<p>Photograph the accident scene and any/all damage to airport property for insurance/investigation purposes. Take lots of photos.</p>	
<p>Update Public Information Officer on incident and issue media report on progress of emergency incident response. Provide escort to properly credentialed Media. Do not allow friends, co-workers, or family of accident to access the accident site until the Medical Examiner allows for a site visit to take place (usually day(s) after accident).</p>	

AFTER ACTION	
NTSB clears accident scene Hands authority back to Airport Manager	
Coordinate with aircraft recovery firm to remove aircraft from airport premises after AND ONLY AFTER receiving a release from FAA FSDO or NTSB. Coordinate with aircraft owner or representative. Try to get aircraft owner to coordinate this effort. If unable, coordinate the removal and work with City Attorney to reclaim costs of aircraft removal.	
Incident area policed and runway swept	
Airfield/runway re-opened NOTAMS cancelled. Tenants and FBO notified	
Airport Staff Debrief Airport Manager de-briefs all airport staff members	
Major debrief meeting with all stakeholders 911 Dispatch, Red Cross, CLTPD, SLTFR, Barton Health, CalStar Air Ambulance, etc...	
After Action Report to City Manager & Airport File	

STAND DOWN TIME: _____

This Major Incident is officially over.

Airport Manager Signature

