



Aircraft Accident and Incident Response Plan

Kerrville-Kerr County Airport

1877 Airport Loop, Kerrville TX 78028

www.kerrvilleairport.com

830-896-9399

December 2022

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1. Background

1.1 Airport Ownership and Nature of Operations

- 1.1.1 The Kerrville-Kerr County Airport ("Airport") is a general aviation airport jointly owned by the City of Kerrville ("City") and Kerr 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 Kerrville Kerr-County Joint Airport Board ("Board"), through its Airport Manager and staff, 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 Kerrville Aviation, a private business enterprise, leases space at the Airport and provides FBO related services including aircraft fueling, aircraft parking, tie-down, storage, and other services.

- 1.2.2.3 Kerrville Aviation, in connection with its role as an FBO, is required to maintain business hours that provide coverage for Airport operations, including monitoring the Airport's Unicom facility, generally from at minimum 30 minutes before sunrise to 30 minutes after sunset.
- 1.2.2.4 Upon request, Kerrville Aviation 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 Kerrville Aviation (the 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 Kerrville Aviation.

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."

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 Board 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,

taxis, 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, Airport staff, the Board, and Kerrville Aviation 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 Board, Kerrville Aviation, the Kerrville Police Department, the

Kerrville Fire Department, Kerrville Emergency Medical Services, Kerr County Community Emergency Response Team, the Kerr 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 the Board 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 Kerrville Aviation

- 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, Kerrville Aviation will perform the communication and related activities outlined in Appendix C.

4. External Response Capabilities

4.1 Kerrville Fire Department

- 4.1.1 The Kerrville 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 Kerrville Fire Department is limitedly responsible for HAZMAT clean-up. HAZMAT clean-up is an owner/operator responsibility.

4.2 Kerrville Police Department

- 4.2.1 The Kerrville Police Department assists in securing the area and providing for the free flow of emergency equipment into the Accident or Incident scene.
- 4.2.2 The Kerrville Police Department can also provide crowd control, site security, and control of ingress and egress to the scene by authorized personnel.

4.3 Kerrville Emergency Medical Services

- 4.3.1 Kerrville Emergency Medical Services ("EMS") can provide emergency medical services to include triage, patient care, and transport.

4.4 Kerr County Sheriff's Office

- 4.4.1 The Kerr County Sheriff's Office assists in securing the area and providing for the free flow of emergency equipment into the Accident or Incident scene.
- 4.4.2 The Kerr County Sheriff's Office can also provide crowd control, site security, and control of ingress and egress to the scene by authorized personnel.

4.5 Texas Department of Public Safety

- 4.5.1 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.
- 4.5.2 DPS holds the scene and takes photos to document the scene for FAA/NTSB investigators.
- 4.5.3 DPS assists in securing the area and providing for the free flow of emergency equipment into the Accident or Incident scene.
- 4.5.4 DPS can also provide crowd control and control of ingress and egress to the scene by authorized personnel.

4.6 Other Resources

- 4.6.1 External responders may also access other services from surrounding communities (i.e., Center Point VFD), other state and local resources, and / or federal resources as they deem necessary to respond to the specific situation at hand.

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 does not provide assistance in the physical process of removing or relocating the disabled aircraft or in recommending an aircraft removal resource.
- 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 Kerrville Aviation

- 5.2.1 Kerrville Aviation (i.e., the 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 Kerrville Aviation (i.e., the 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 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 in its sole decision, determines whether Kerrville Aviation (i.e., the FBO) or any other disabled aircraft removal resource is qualified to remove or relocate its aircraft.
- 5.4.3 Appendix E contains a list of disabled aircraft removal resources known to the Airport, including Kerrville Aviation (i.e., the 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, Airport staff, or the Board.
- 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.

7. Comments and Questions

7.1 Comments and questions should be directed to:

Airport Manager
Kerrville-Kerr County Airport
1877 Airport Loop Rd
Kerrville, TX 78029
Phone: 830-896-9399



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Appendix A

**Kerrville Kerr-County Airport
Aircraft Accident and Incident Response Plan
October 2022**

Accident and Incident Reporting

1. Call **911** and describe the Aircraft Accident or Incident, location, and request emergency services.

2. Notify Airport Manager at 210-380-1559 or, if unable to reach the Airport Manager, one of the Designated Airport Representatives listed below:
 - a) Stephen Schmerbeck
 - b) Scott Schellhase
 - c) Trey Atkission
 - d) John Major
 - e) Robert Hamm

**Kerrville Kerr-County Airport
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**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 118.125** 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**.
8. Call the NTSB and describe the Aircraft Accident or Incident at **844-373-2992**.
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.

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Accident and Incident Reporting – Kerrville Aviation

During times when the Airport office is closed (or when the Airport Manager or a Designated Airport Representative is otherwise not present), Kerrville Aviation 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 **210-380-1559** or, if unable to reach the Airport Manager, one of the Designated Airport Representatives listed below:
 - a) Stephen Schmerbeck
 - b) Scott Schellhase
 - c) Trey Atkission
 - d) John Major
 - e) Robert Hamm
4. Contact the FBO Manager at **830-377-6181** or **830-496-0332** and describe the Aircraft Accident or Incident and steps taken.
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. Provide a situation report to the Airport Manager or Designated Airport Representative upon arrival.

**Kerrville Kerr-County Airport
Aircraft Accident and Incident Response Plan
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Airport Manager and Designated Airport Representatives

Airport Manager

Mary Rohrer

Designated Airport Representatives

Stephen Schmerbeck

Scott Schellhase

Trey Atkission

John Major

Robert Hamm

Kerrville Kerr-County Airport Aircraft Accident and Incident Response Plan October 2022

Disabled Aircraft Removal Resources*

On Airport

Kerrville Aviation (FBO)

1875 Airport Loop Road
Kerrville, Texas 78028
Telephone: 830-257-8840
Telephone: Cell 830-377-6181
Line Service Manager: 337-258-8387
jkennedy@hctc.net
kelby.combs@yahoo.com

Dugosh Aviation

1875 Airport Loop Road Ste 105
Kerrville, Texas 78028
Telephone: Office 830-315-2222
www.dugosh.com

Gulf Avionics

1885 Airport Loop Road
Kerrville, TX 78028
Telephone: 830-315-1700
www.gulfavionics.com

Off Airport

Aircraft Recovery and Removal Specialists

160 Houston St
Angleton, TX 77515
Telephone: 979-848-7486
www.aircraftRemoval.net

Texas Aviation Removal Services

9610 County Road 405
Richwood, TX 77531
Telephone: 979-482-7299

JDS Wrecker Service

Kerrville, TX 78028
Telephone: 830-792-4243

Hazardous Waste Experts

300 Convent St Ste 1330
San Antonio, TX 78205
Telephone: 210-971-5427

Lone Star Retrieval

P.O. Box 2513
Red Oak, TX 75154
Telephone: 214-460-3446
Lonestarretrieval@sbcglobal.net

Alamo Environmental

San Antonio, TX 78217
Telephone: 210-404-1220
Telephone: 800-322-5085
Fax: 210-820-3636

Perry's Crane and Rigging

420 Meeker Rd
Kerrville, TX 78028
Telephone: 830-257-3478

Clean Harbors Environmental

San Antonio, TX 78222
Telephone: 210-304-3000
Telephone: 800-645-8265

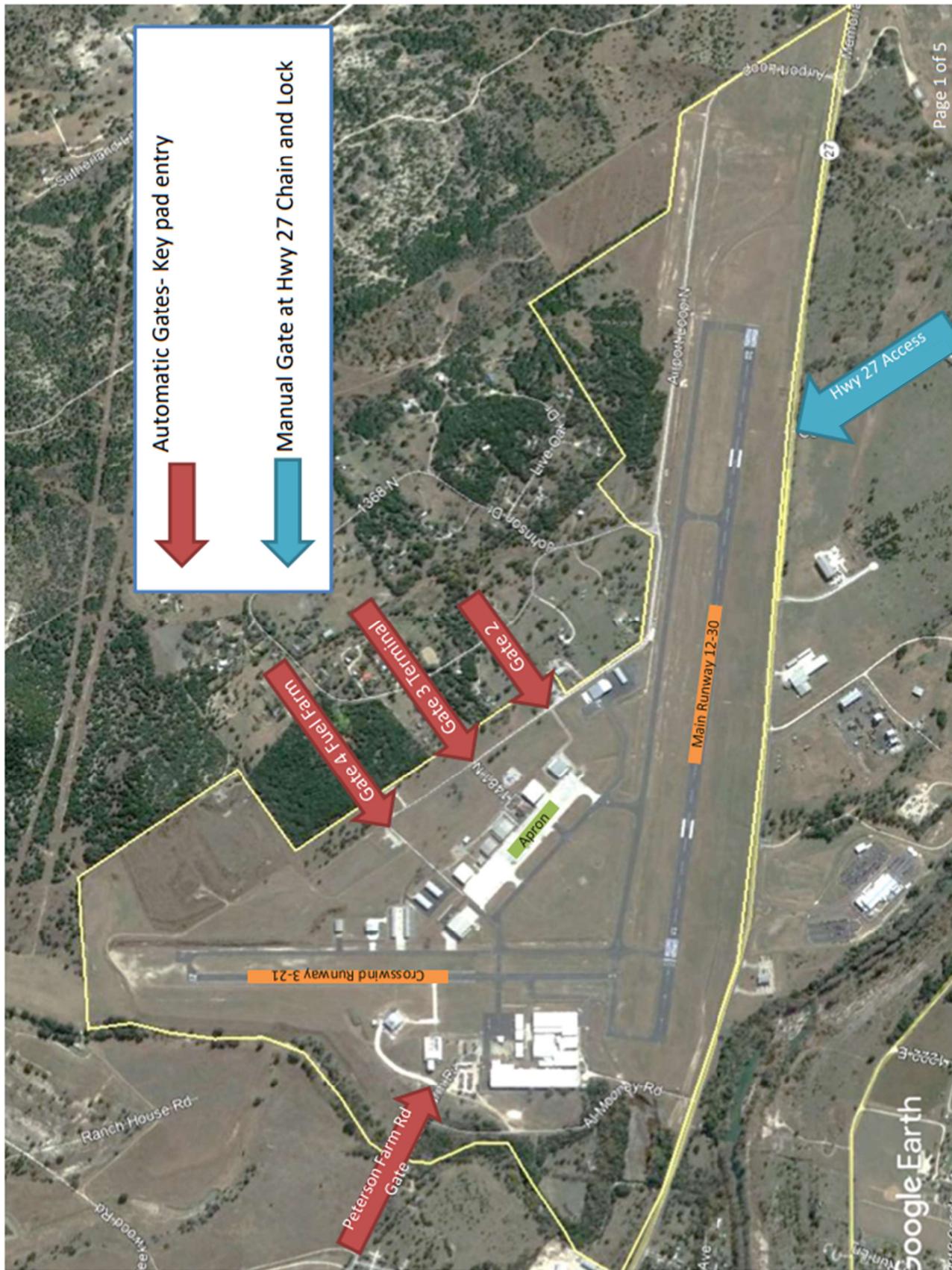
*This list is provided for informational purposes only and none of the service providers listed are endorsed or recommended by the Airport Manager, Airport staff, or the Kerrville-Kerr County Joint Airport Board.

**Kerrville Kerr-County Airport
Aircraft Accident and Incident Response Plan
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Airport Access Points

- 1. Overview of all main access points maintained by KERV**
- 2. Detailed view of Terminal, Apron, and Gate 3 access point**
- 3. Detail view of Gate 4 and Peterson Farm Rd access point**
- 4. Detail view of Manual Gate on State Hwy 27**

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Manual Gate on State Hwy 27

Marked with Yellow Reflective Tape On
Gate Posts

