Meeting Notes

Middleton Airport Knox Boxes

Date: 3/9/20

Time: 12:00 PM

Attendees: John Hallick (Middleton Airport), Brad Subrera (Middleton Fire District), Matt Reigel (Middleton Fire District)

Today the above individual met at Fire Station One in Middleton, Wisconsin to discuss installing Knox Boxes at Middleton Municipal Airport.

Originally, there was an unwritten request to keep hangar keys in a key box located inside the FBO/Terminal Building. No mandate for keys was included in the Hangar Land Lease agreements or were they any known ordinances for key storage. Today, through the adoption of National Fire Standards, Knox Boxes are required for newly constructed building. Hangar Land Lessees in the terms of their agreements have agreed to comply with all ordinances. Therefore, they are likely bound by current rules.

A Knox Box is a specialized key box located outside the building housing hangar keys. These boxes can only be accessed by the Fire Department, Police Department and EMS.

The value of key storage to hangar owners is clear. It provides a means for the Fire Department to gain access to extinguish a fire. In addition, it provides a means to get inside the burning hangar and adjacent hangars to move aircraft to a safe location. There are tangible benefits to both the Fire Department and Hangar Land Lessees for storing keys in a Knox Box.

As a disclaimer, if the Fire Department thinks the best means of access to a hangar is forced entry, that will be the means of entry. There is no guarantee that the key will be used on the hangar with a fire. However, it would allow entry into adjacent hangars to move aircraft to a safer location.

Based on the number of hangars and their location, three Knox boxes would be required to house hangar keys.

* Two Knox Boxes would be located inside the West hangar security area. One box would hold keys for hangars facing taxi lane Alpha and Bravo. The other box would hold the keys for hangars facing taxi lane Charley, Delta and Echo.
* The third Knox Box would be located on East hangar area holding keys for those hangars.

Two Knox Box models were identified. We would need (2) Model 4400 Knox Boxes which hold up to 50 keys each, and (1) Model 3200 Knox Box holding up to 10 keys.

The cost of the Model 4400 Knox Box is $650 each and the cost of the Model 3200 Knox Box is $400. The cost for all three Knox Boxes is $1,700.

The concept is the Airport would purchase the three Knox Boxes as a service to all hangar owners. The equipment would be paid from the Airport Enterprise Fund out of the Other Operating Expenses account. The boxes would be installed by the City Public Works department at no cost to the Airport. Installation would require a metal support into the ground. A wooden pole could be cut off and the Knox Box stolen.

All of the above would of course come in front of the Airport Commission for approval with a potential recommendation to the City. At the same time, the Airport Commission would reaffirm the requirement of Hangar Land Lessees to put their keys in the Knox Boxes.

Once installed, an email would be sent to hangar land lessees to contact the Fire Department for placement of the keys into the Knox Box. Each key would be verified to be working by the Fire Department, properly tagged and put into the Knox Box for storage.

Once a year, the Airport would request the Fire Department to perform hangar safety inspections. The Airport Manager would attend the fire inspection and perform the required hangar inspection at the same time.

Brad agreed to attend the April meeting to discuss the above.