

**St. Mary's County Regional Airport
Airport Advisory Board Meeting
22 April 2019 Minutes**



The April 2019 meeting was commenced at 6:02pm at the St Mary's County Regional Airport Terminal Building.

A quorum was present with the following AAB members in attendance. Eric Pratson (Chairman), Robert Lightstone (Vice Chair), Ted Klapka (Secretary), Terry Adair, Jim Alexander, and Alternate Carrie Kelly. Dept of Public Works & Transportation: Allison Swint (Airport Manager). Dr. Bridgett (County Administrator) and Mr. Weiskopf (County Attorney), Ms. Gleissner, Ms. Blondino and Mr. Patel of the County Attorney's office were present., Five members of the airport business and community were present.

County Oversight: Dr. Bridgett provided a short briefing on the County's efforts to move Board documentation onto the County's BoardDocs website. Mr. Weiskopf and his Staff provided an update on the Board's By-Laws and the requirements for meetings to be in compliance with the Open Meeting Act. The Board was reminded that it should endeavor to state its future year calendar in December, and the Annual Report is desired in January.

Minutes: The March meeting did not achieve a quorum, therefore there are no Minutes for March meeting.

Chairman's Report: Eric Pratson resigned from the Board citing increased work commitments. The Board reluctantly accepted his resignation and encouraged him to continue to participate as able as a citizen participant. Jim Alexander was unanimously elected as Chairman.

DPW&T: The Airport Manager indicated that the Pre-Construction meeting for the Taxiway relocation effort is next week and work should commence the last week of April. The Airport Road relocation effort should commence on or about 5 May.

FBO Report: Ken Reed indicated that Atkinson has signed a lease agreement and they are endeavoring to construct a facility for Atkinson to provide Maintenance services. It is hope the new facility will be available for occupancy in the Fall timeframe. This new facility is expected to be placed on the new West Ramp.

Subcommittee Reports:

Rules: The Rule's subcommittee has completed its first pass on the Ordinance (Rules) document and is now focusing on the companion Standard Operating Procedures document. The Board voted unanimously to publish the Rules document for public comment. The public is reminded that the Board considers the Rules document to be "relatively smooth" pending any changes that are determined via the review of the Standard Operating Procedures and Minimum Standards that need to be flowed up to the Rules.

Annual Report: The Annual Report is nearing completion.

Old Business: None.

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Public Comment/New Business: 2019 marks the Fiftieth Anniversary of St Mary's County Airport. The Board voted to form a subcommittee to explore commemorating this event. That subcommittee will meet 20 May at 6pm at the Airport Terminal. The Board solicits public comment and thoughts on an appropriate events to mark this anniversary. The Board requested the Secretary to place a notice on the Yahoo Board.

The Board decided to forgo an Airport Inspection in May.

The next Airport Advisory Board meeting will be Monday 24 June at 6pm at the Airport Terminal building. The meeting was adjourned at 7:39pm.

Attached to these Minutes is the Action Item List.

Submitted,

A handwritten signature in black ink, appearing to be "TK", written over a horizontal line.

Ted Klapka

Secretary

Approved,

A handwritten signature in black ink, appearing to be "Jim Alexander", written over a horizontal line. To the right of the signature, the date "6/24/19" is handwritten.

Jim Alexander

Chairman