

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
March 24, 2008

Approved Minutes

I. CALL TO ORDER

Mr. Jim Davis, Chairman, called the meeting to order at 6:10 PM. Committee members Rich Richardson, Ned Clarke and Randy Willis were also present. Since a quorum was present, official business could be conducted. Others in attendance are reflected on the Sign-In Sheet.

II. MINUTES

The Committee reviewed the draft minutes from the January 28th and February 25th meetings since no quorum was present in February. Rich Richardson moved and Ned Clarke seconded a motion to approve the January minutes as drafted. Rich Richardson moved and Randy Willis seconded a motion to approve the February minutes as drafted. Both motions passed by a vote of 4-0.

III. CHAIRMAN'S REPORT

Mr. Davis reminded the committee that the next scheduled annual inspection of the airfield is scheduled for Saturday, April 19, 2008 beginning at 9:00 AM, assembling at AirTec's office. Mr. Davis would like to review the inspection results from previous events, and Mr. Whipple took an action item to provide at the next meeting. The committee decided that the perimeter fence will be the particular focus for this spring's inspection.

Mr. Davis stated that a local chapter of the MOMS Club was scheduled to visit the airport on Tuesday, March 25th at 12:30 PM. The MOMS Club is a non-profit support group for parents that stay at or work out of the home. The Experimental Aircraft Association (EAA) was scheduled to assist in the visit, educating the children and their parents on general aviation and giving them a close-up look at aircraft. Trooper 7 of the Maryland State Police was also expected to be available for the group to visit.

Mr. Davis referred to the draft 2007 Annual Report as included in the meeting package for the committee members to review and provide comment back to Mr. Whipple. At the February meeting, Mr. Richardson asked that a budget summary be added to the report, which has been completed. Also at the February meeting, Mr. Bildman indicated that general operating budget information can be included, but that the report should comment on direct and indirect economic benefit of the airport operations, which will be incorporated from the recent Economic Impact Study from the Maryland Aviation Administration. The committee's goal remains to finalize the Annual Report and submit it to the Board of County Commissioners in April.

IV. PUBLIC COMMENT

Mr. Davis then opened the floor to public comment. Mr. Bill McNamara inquired as to the status of the January 2008 meeting minutes being posted to the County website. Mr. Davis stated that since there was no quorum at the February meeting, the January minutes could not be posted. Since both the January and February minutes were now approved, Mr. Whipple would post to the website after the meeting.

Mr. Davis noted that the wash rack had been turned back on after the winter shut down and expressed his appreciation to Pat Weaver for taking that action.

Mr. Davis also mentioned several ideas for greater publicity of the airport and the services provided to the community. Three options mentioned were articles in General Aviation News, the AOPA's "Day in the Life" series, and Auto Pilot Magazine.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation. He reported on the aircraft incident of March 5, 2008. At approximately 11:50 AM, a single-engine Maule aircraft crashed upon landing on R/W 29. Hollywood VFD led the emergency response and arrived on scene with the prescribed time frames (5-7 min) of the Emergency Response Plan. The Maryland State Police took charge of the scene and issued an incident report to the County which remains on file. Based upon the Maryland State Police incident report, the pilot stated that he "touched down with his two rear wheels for a landing.when he brought the nose wheel down it felt like the entire wheel was not there". The pilot and passenger were not seriously injured and refused treatment on-scene. There was no fire or significant fuel spill, however the nose gear and left wing were seriously damaged. The runway was inspected by the Highways Division, and they indicated that there was no significant damage due to the accident. The aircraft was removed from the runway by Airtec personnel, and the runway was back open at approximately 1:00 PM.

Mr. Whipple reported that the annual airport safety inspection with the Maryland Aviation Administration was scheduled for Monday, April 14, 2008.

Mr. Whipple reviewed the details of the Civil Air Patrol lease as reviewed at the February meeting. The concept of the Mission Base Initiative was approved, and Mr. Rich Richardson moved that the committee forward the draft lease to the Board of County Commissioners recommending approval. Mr. Randy Willis seconded the motion, which passed by a vote of 4-0.

Mr. Whipple reported that the Maryland Department of Environment, Non-Tidal Wetlands Division has agreed in concept to the wetlands mitigation project and will be issued a "Letter of Intent" authorizing the project to proceed into the surveying, permitting and design work on March 3, 2008. The letter has been forwarded to the Federal Aviation Administration recommending award of the project. Mr. Whipple reported that he will be meeting with the prospective contractor on April 2, 2008 to discuss the project planning phase.

Mr. Whipple stated that the sign vendor shipped the signs and that they were received by the County. The installation of the sign bases will be managed under a separate procurement, and the County has already contacted its construction vendors for quotes.

Mr. Whipple forwarded information to the committee from Mr. Jim McCarthy, who has been investigating an issue with service annunciation on his GNS-530W. His equipment indicated "L/VNAV" on the RNAV(GPS)11 approach, which is consistent with other aviators. He talked to the technical support personnel from his equipment's manufacturer, and they indicated that the equipment had an internal database problem. A temporary fix was in place as of March 13th, and the permanent solution was expected to be in place by April 10th.

Mr. Whipple also reported on the development review cycle for March 2008, noting that there were two proposed developments within the Airport Environs (A/E) zoning overlay. Both proposed developments are characterized as "Normally Compatible" in accordance with Chapter 43 of the Comprehensive Zoning Ordinance. Item #5 was a minor site plan for a communications tower outside of the A/E overlay. Although outside the airport environs, the

committee requested information about the proposed development, which Mr. Whipple agreed to provide at the April meeting.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Steve Bildman (Airtec) reported that the Test Pilot School will be requesting in writing accommodations for an open house with aircraft for sometime in September 2008. Mr. Whipple indicated that the special events permit will be forwarded to TPS once contact has been made.

Mr. Bildman also noted that natural gas for the new hangar has been flagged and that Washington Gas will be installing the gas main soon. Mr. Bildman asked if the County would be interested in natural gas for the County hangar.

Mr. Bildman stated that Airtec was preparing to tear down Building E (a.k.a. the Shack) under the terms of their lease with the County. The target date is August 1, 2008. Mr. Jim Davis asked that current tenants be notified as soon as practical. Mr. Bildman responded that Airtec is currently looking for temporary space for five aircraft plus storage. price of aviation fuel is increasing significantly with a potential impact to future revenue. Mr. Davis and Mr. Bildman also discussed the possibility of a van be dedicated out of the County's unassigned vehicle fleet for airport operations.

VII. NEW/OLD BUSINESS

The next meeting is scheduled for Monday, April 28, 2008 beginning at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

Mr. Ned Clarke reported that the Beechcraft technical information received was too detailed for first responder training purposes. Subcommittee efforts to identify an appropriate training program for general aviation aircraft emergency response will continue.

A note was made to inquire with the Economic Development Committee concerning a planned STS weekend route for the airport.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. Davis indicated that the agenda for the meeting was complete. Mr. Ned Clarke moved, and Mr. Rich Richardson seconded, a motion to adjourn the meeting. The motion passed by a vote of 4-0, and the meeting was adjourned at approximately 7:30 PM.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Jim Davis, P.E.
Chairman