

St. Mary's County Regional Airport  
Airport Advisory Committee Meeting  
December 13, 2010

*Minutes*

**I. CALL TO ORDER**

Mr. Jim Davis, Chairman, called the meeting to order at 6:00 PM. Committee members Skip Shephard, Jacque LaValle, and Rich Richardson were also present. Bob Mullennix, Randy Willis, and Michael Brunnschweiler were excused. Since a quorum was present, official business could be conducted.

**II. MINUTES**

The Committee reviewed the draft minutes from the October 25<sup>th</sup> meeting. Jacque LaValle noted that the discussion about timelines for the Expression of Interest for the terminal food service initiative was missing from the minutes. Mr. Whipple reviewed the notes from the meeting and summarized the discussion. The intent of the committee was to have the draft EOI document submitted to the County Procurement Office in the November/December 2010 timeframe for an advertisement no later than February/March 2011. Mr. LaValle asked that the minutes be amended to reflect these milestones and moved that the minutes be accepted as amended. Rich Richardson seconded the motion, which passed by a vote of 4-0. The approved minutes for prior meetings are posted to the County website.

**III. CHAIRMAN'S REPORT**

Mr. Davis led the committee in a review of the draft terminal restaurant development plan as discussed at the October 25<sup>th</sup> meeting and the draft Expression of Interest (EOI). Mr. Whipple reviewed the content and format of the EOI, indicating that the Department had made improvements, mostly in format, from the document approved at the October meeting. Specifically, the Department moved the draft terminal lease up to the first attachment, added a third attachment to indicate the general area of the terminal building in relation to the parking lot and Gate 1, and added a fourth attachment, the Airport Development Review Procedures, to indicate the process for reviewing the submissions received. The Department also added Section VII to the document to list all attachments for ease of reference. The Department also added the links to the County's website for the Airport Rules and Minimum Standards for reference. Finally, the Department added an option to create an upper observation/seating area to enhance the experience of visiting the terminal.

After review of these changes to the previously approved draft, Mr. Davis asked for further comment and discussion from the committee. Mr. Whipple indicated that the original timeframes discussed at the October 25<sup>th</sup> meeting still apply; submission to the Procurement Office in December 2010 with advertisement no later than March 2011. Hearing no further discussion, Jacque LaValle moved to accept the changes as presented. Rich Richardson seconded the motion which passed by a vote of 4-0.

Mr. Davis introduced the first draft of the 2010 Annual Report to the committee for review and gave the floor to Mr. Whipple to summarize the status of the document. Mr. Whipple indicated that he used the 2009 report as the template for this year's submission for format and order of subjects. After review, the committee directed the following;

- Under Navigational Aides, report on the rotating beacon as the first item since this was the committee's top priority for this subject in 2010.

- Add a section about rent stability tied into the section about operational data after the National Base Aircraft Inventory.
- Comment on the need for additional tie-down capacity to meet backlog.
- Under Community Outreach, comment on the use of the terminal facility as the first item of discussion, using the Chamber of Commerce statistics.
- Also under Community Outreach, mention aviation-supported events, such as the NAVAIR/Sikorsky display of prototype aircraft.
- Make "Airport Users Group" a sub-paragraph of "Community Outreach" and update the number of members.
- Replace "Airport Users Group" with a discussion of based operations and their direct support of the airport and aviation operations.
- Under "Facility Maintenance & Improvements", comment on plan to add five additional tie down spots and a summary of capacity trends over the calendar year.

Mr. Davis asked Mr. Whipple to provide a summary of the committee's Airport Emergency Plan Table Top Exercise conducted on December 11, 2010. Mr. Whipple attended with Mr. Bob Carlton from the Department. Other participants included the Office of the Sheriff, the Department of Public Safety (as facilitators), the Public Information Officer, Ms. Karen Everett, the Maryland State Police Aviation Command, the Hollywood Volunteer Fire Department and Rescue Squad, the NAS Fire Department, St. Mary's Hospital Emergency Response Coordinator, and the Civil Air Patrol. The published scenario was implemented and feedback from all agencies was provided at the conclusion of the exercise. The Department of Public Works and Transportation will work with the Department of Public Safety to collect all suggested changes to the Airport Emergency Plan. All participants are interested in a follow-on live exercise in the field in calendar 2011. In addition, the participants would like to have the next table top exercise focus on an emergency off the airport. One of the immediate due outs from the exercise is the development of a list of aircraft types and fuel capacities for all based aircraft. The group would also like a summary of aircraft that have cartridge actuated safety devices.

#### **IV. PUBLIC COMMENT**

Mr. Egon French of the Civil Air Patrol squadron asked the committee to consider additional discussion in the Annual Report concerning the involvement of the CAP. Specifically, the weekly cadet training program, the Search and Rescue drills, their contributions to the Airport Emergency Plan, and the Mission Base designation under the new lease. Additionally, the EAA should be able to provide the number of flights for June's Young Eagle rally. Finally, Mr. French noted that the EAA would like to return to the terminal for their monthly meetings. Mr. Whipple noted that the relocation of MedSTAR out of the terminal should free up that space for additional meeting space.

#### **V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT**

Mr. Whipple stated that the County has received the FAA's FY11 Airport Capital Improvement Plan (ACIP) update on November 26, 2010 with no major changes from last year's plan. The Airport Road relocation design portion is the major funding initiative for FY11. The current year plan also includes the design portion for the taxiway relocation.

Mr. Whipple reported that bids were received for the beacon relocation project on December 9, 2010, and the apparent low bid is within budget. The Department needs the bid tabulation from the Procurement Office to recommend award sometime in January 2011. The Contractor has to be complete with the work and all invoices paid and reimbursed by the State by June 30, 2011.

Mr. Whipple stated that there are no significant development concerns within the Airport Environs (A/E) overlay for the January 2011 review as handed out at the meeting. The Department will continue to monitor development that impacts the airport.

The Federal Aviation Administration is completely revamping the aircraft registration process due to news reports of up to 119,000 aircraft records being reported as missing nationally. Mr. Whipple indicated that the annual based aircraft inventory update is due in January 2011, so as any FAA requirements change, the Department will keep the committee informed.

Mr. LaValle asked about any efforts to increase the airport's snow recovery priority from priority four to priority three. Mr. Whipple indicated that the County can review the prioritization with a written recommendation from the committee, but Mr. Bildman reminded everyone that the County does not have the equipment to clear the airport and relies upon contract support. The committee would like to know what activities are listed as priority three for an understanding. The committee also expressed concern that the terminal parking lot appears to get cleared before the runway and taxiway.

Mr. Whipple reported that the FAA's annual inspection of the AWOS was conducted on December 7<sup>th</sup>, and the County's maintenance contractor, Vaisala, noted that the ceilometer heater circuit failed, allowing freeze/thaw action to compromise a weather seal. The subsequent moisture intrusion has damaged the ceilometer beyond repair, and Vaisala will provide a quote to replace/upgrade. In the interim, the AWOS has been noted to be out on ceiling data for the airport. The Department will work with the State to fund repairs.

## **VI. FBO AND LEASEHOLDER REPORTS**

During the discussion about the Annual Report, Mr. Davis asked what was going to happen to the pilot's lounge once MedSTAR moved into the existing hangar. As discussed during the October 25<sup>th</sup> meeting, the phones and restrooms need to be addressed since the County will not support leaving the terminal building open 24/7. If the pilot's lounge moves to the terminal, the restrooms for the lounge would have to remain over at the County hangar. Mr. Whipple noted that the current pilot's lounge in the County hangar has met the intent of the operating agreement between the County and Airtec, Inc. The pilot's lounge plan needs to be discussed in terms of the restaurant initiative and the overall plan for the terminal, considering the location of the transient ramp and transient services (fuel, phone, etc). The committee agreed that any relocation of the pilot's lounge needs to be evaluated with the food service initiative, especially in terms of the amount of any expected transient traffic increase.

Mr. Bildman of AirTec, Inc. reported that renovations to the hangar intended for MedSTAR will be complete within a week. MedSTAR is projected to be in the hangar by December 2010.

Mr. Bildman also delivered to the County a copy of the executed lease between the County, Airtec, Inc. and the State of Maryland for the new Maryland State Police hangar. The lease addendum changing the commencement date to November 1, 2010 has been forwarded to the State for their signature.

Mr. Bildman reported that all the hangars and tie downs are rented; the airport is at 100% capacity. He has half of transient tie-downs rented to individuals waiting for a hangar or permanent tie down place. The County and the FBO need to evaluate the ALP to find areas to add grass tie-downs. Rich Richardson provided a motion to have Mr. Bildman submit to the County proposed areas for additional 5 tie-down spaces within the development area of the airport and develop a plan of action to approve. Skip Shephard seconded the motion which passed by a vote of 4-0.

**VII. NEXT MEETING**

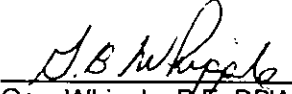
The next scheduled meeting is Monday, January 24, 2011. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

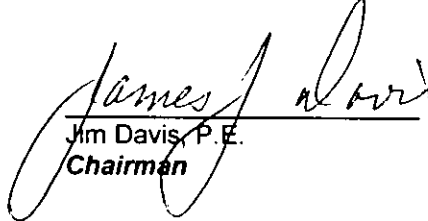
**VIII. ADJOURNMENT**

Mr. Davis indicated that the meeting was complete. Mr. LaValle moved and Mr. Richardson seconded a motion to adjourn the meeting which passed by a vote of 4-0. The meeting was adjourned at 7:25 PM.

Respectfully submitted,

Approved,

  
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Gary Whipple, P.E. DPW&T  
**Recording Secretary**

  
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Jim Davis, P.E.  
**Chairman**