

St. Mary's County Regional Airport
Airport Advisory Committee Meeting
July 26, 2010

Approved Minutes

I. CALL TO ORDER

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

II. MINUTES

The Committee reviewed the draft minutes from the May 24th and June 28th meetings. After review and discussion, Bob Mullennix moved and Rich Richardson seconded a motion to approve the minutes as drafted. The motion passed by a vote of 6-0. The approved minutes for past meetings are posted to the County website.

III. CHAIRMAN'S REPORT

As a follow-up to the May 24th discussions concerning the airport terminal restaurant study, Mr. Davis stated that his feasibility discussions with local restaurant operators indicate that an end-state income for a food service operation could approach \$10,000 a month considering all the business and industries and residences in the area. Adequate parking, HVAC, water and electrical service appear to be already in place, and space within the terminal can support an operation of up to 12 or 15 tables with a good view of the airfield. Sound dampening would also be a key consideration.

Mr. Davis handed out a draft development plan for the terminal restaurant for the committee to review. The plan addressed possible facility layout options, proposed options for development (County or vendor financed facility alterations), and a pro forma income analysis. Mr. Davis reiterated that the type of foods served, which dictates the requirement for a grease trap, is a critical decision. Some food operations do not need a grease trap based upon the foods they serve. The committee discussed the intended clientele' and determined that the target customer base would be the lunch hour business from the surrounding business establishments. The committee also determined that a one-year trial period would be in order with food prepared off-site in order to gauge the business potential without significant facility alterations. Mr. Davis stated that the restaurant must have a liquor license to be profitable. Mr. Davis requested that the committee obtain the utility bills to assist in estimating the cost of operation. In summary, the committee will review the draft development plan and provide comment at the next meeting in September.

As part of the emergency exercise sub-committee report, Mr. Whipple stated that he had been in contact with the Acting Fire Chief at the naval air station about using their training simulator. She stated that she would be interested in supporting the emergency practice drill, but that a risk assessment has to be submitted to the Base Commander for simulator to be used off station. Mr. Whipple will review the requirements of the risk assessment to determine if enough time is available to process for the fall exercise. If not, Mr. Whipple recommends that the committee proceed with the training plan used for the prior exercise in 2007.

IV. PUBLIC COMMENT

There was no public comment at the July 2010 meeting.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Gary Whipple stated that the revised wetlands mitigation proposal was on the agenda for the Maryland Agricultural Land Preservation Foundation (MALPF) meeting on Tuesday, July 27, 2010. He will advise the committee via e-mail concerning the outcome. The consultant also identified a third potential wetlands mitigation site at Chaptico Park, in addition to the St. Clements Shores Wastewater Treatment Facility and the Taylor Farm in Bushwood. The consultant finished the field survey and determined that the additional remaining acreage requirement could be met at this location. The Department will submit the necessary request for State planning review to the Maryland Department of Planning.

Gary Whipple noted that the Technical Evaluation Committee (TEC) review for the month of August had two listed development projects within the Airport Environs (A/E) overlay, as indicated on the handout provided to committee members. No other major impacts to airport operations indicated. The Department will continue to monitor development that impacts the airport.

Gary Whipple indicated that the FAA conditionally approved the beacon relocation with the conditions that FAR Part 77 airspace control surfaces are not penetrated and that appropriate FAA safety requirements are observed during construction. (See FAA letter in handouts). Mr. Whipple noted that the height of the relocated beacon will not penetrate the 7:1 transitional surface per the handouts provided. He also mentioned that the FAA construction safety specifications are already in the bid package. The Procurement Office expects the bid package to be released on or about August 17, 2010 with a bid date of mid-September. Mr. Whipple will notify the committee when the bid is released.

Mr. Carlton reported that the storm drain inlets were being repaired and that the work should be completed by Wednesday. He also stated that the remaining grass had been cut to include the saplings that had started to grow off the end of R/W 29. He also reported that a purchase order had been requested to replace the damaged fence post that is between the New State hanger and the terminal.

The committee also brought up the grass in the ramp area that needs to be sprayed with herbicide or pulled. Mr. Carlton said that he would contact the Highways Division and bring that to their attention.

Mr. Richardson wanted to know the status of the vine and sapling removal along the remaining fence line left over from the spring work. Mr. Carlton stated that he has been in constant contact with the Highways Division to keep the work order on their schedule. As of the meeting date, he had not received a date but would keep pushing for a date.

Mr. Carlton reported that the washed out manhole discovered during the May inspection had been stabilized with backfill and seed. He stated that it was an active storm water drain for the main line running under the runway. It was determined that a permit will be needed to work in the adjacent wetlands to provide further drainage. Mr. Whipple stated that he had contacted Delta Airport Consultants about the storm drain conditions that any work in the storm water area will require a wetlands permit. A work plan will be developed after consultations with Delta concerning the construction and possible remedies, if any.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman of AirTec, Inc. reported that the construction of the new hangar is mostly complete (95%), with the Fire Marshall approval of the Use and Occupancy permit expected shortly. He is finalizing the new lease with the State of Maryland for the Maryland State Police Trooper 7 use of the new hangar.

Mr. Bildman reported that the airport is at capacity in terms of hangar and tie-down space with several potential customers on the waiting list. When all of the tie-downs are occupied, transients usually park on the grass between the ramp and the taxiway.

VII. NEXT MEETING

The committee recesses for the month of August, so the next scheduled meeting is Monday, Sept 27, 2010. 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. Mullennix moved and Mr. Richardson seconded a motion to adjourn the meeting which passed by a vote of 6-0. The meeting was adjourned at 6:55 PM.

Respectfully submitted,

Approved,

(signed)

(signed)

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

Jim Davis, P.E.
Chairman