

Airport Advisory Committee Meeting

Captain Walter Francis Duke Regional Airport

February 24, 2003

CALL TO ORDER

Korey Smith, Chairman, called the meeting to order at 6:00 p.m. Members present were: Bill McNamara, Ned Clarke, Patrick Murphy, and Mike Breen.

Staff members present were: George Erichsen, PW and Transportation Director; John Savich, Director, DECD; and Bert Bowling, Recording Secretary.

Other attendees were: John Norris, County Attorney; Ken Studt, AOPA Airport Support Network (ASN) Volunteer; Deputy Sheriff Scott McLane; Pat Weaver, S.M. Hangars, Inc.; Steve Bildman, APSS; Jim Dayton, Piedmont Flight Center; Doug Pickeral and Alan Wirth.

MINUTES

Correction to the minutes of January 27, 2003. Page 3, paragraph 8, under New Hangar Space, should read Pat Weaver; page 3, paragraph 12, under Airport Vehicle Ordnance Provisions, should read Ordnance, and page 4, paragraph 4, under Public Comments, It should be noted that the comments regarding commuter air service at the airport were the comments of Tim Smith and not the Navy. A motion was made by Mr. Murphy and seconded by Mr. Breen to approve the minutes as amended. Motion passed.

CHAIRMAN'S REPORT

Neighborhood Watch Program – Deputy Sheriff Scott McLane reported on the Neighborhood Watch Program. Pamphlets on the program were made available to the attendees.

The Sheriff's Department did a commercial crime study of the airport and provided recommendations to improve security. One of the concerns was limiting access thru the gate, too many people are driving through when the gate is open. All tenants were encouraged to notify the Sheriff's Department if they notice anything suspicious, and it is important to provide the tag number of the vehicle. Sheriff McLane stated that it important to keep motion detectors and lights in proper working condition for better security. A meeting will be scheduled between the Sheriff's Department and the tenants when the AOPA film on suspicious activities becomes available.

Airport Manager Interview – The Airport Manager Interview Panel highly recommends Charles Mangum. Mr. McNamara stated that he is the Assistant Airport Manager at Falcon Field in Mesa that handles over 300,000 operations yearly. He is aware of airport business requirements, very knowledgeable on airport management, leases, business outlook, and recognizes the need to develop the airport. Mr. Erichsen stated he is proficient in general aviation. The Board of County Commissioners approved the hiring of an Airport Manager. Mr. Erichsen stated that the FBO's would continue to do the fuel service. The Airport Manager would manage the tarmac and tie-down leases and continue to develop the airport. The recommendation to hire Mr. Mangum will be discussed in Executive Session with the County Commissioners within the next two weeks and an offer will be made to him.

Revenue Update – For the period 7/1/02-1/31/03, the airport generated \$116,479 in revenues that goes back into the county's operating budget.

Annual Report – The Airport Advisory Committee will forward the Annual Report and letter to the Board of County Commissioners.

County Commissioners' Tour of Airport Facilities - The Commissioners have tentatively scheduled March 18, 2003 at 11:00 a.m. to tour the Airport facilities. The Airport Advisory Committee members are invited to accompany the County Commissioners.

BMX Update – FAA's response to the letter from Mr. Erichsen regarding review of a BMX site at the airport, is that they are not aware of any Temporary Flight Restrictions (TFR's) proposed for the airspace around the airport. The County Commissioners are providing direction for other possible sites for the BMX Trail.

General Aviation Bulletin – Due to an increased security threat, the Chair noted the General Aviation Bulletin No. 03-2 regarding the new Temporary Flight Restriction (TFR) in place called Washington Flight Restricted Zone.

Strawman Tie-Down Lease Agreement – The Committee reviewed the standard AOPA draft tie-down lease agreement. Mr. Erichsen reported that Mr. Mitchell reviewed the lease agreement and had no additional comments. It is ready for the County Attorney's review. One recommendation that Mr. Erichsen wants to include is a schematic picture of a demised area. Airport Circular 150-5300-13 defines a typical example of a demised area. **A motion was made by Patrick Murphy and seconded by William McNamara to forward the draft lease with Mr. Erichsen's additional comments to the County Attorney for review and return to the Airport Advisory Committee for consideration prior to adoption. Additional comments from Mr. Erichsen include copy of pilot's license and photo I.D., driver's license, requirements to lock aircraft, demised areas, observe Fly Quiet Program, and assigned numbers. Motion passed.**

Rules and Minimum Standards – The Chair reminded the members to review the Rules and Minimum Standards for updating at a later meeting.

REPORT FROM GEORGE ERICHSEN, DPW&T DIRECTOR

Airport Minutes – Approved minutes are on the county airport website.

Operating Procedures For Pilot Controlled Lighting – Mr. Erichsen noted that the procedures are posted on the county airport website.

AOPA Airport Watch – Mr. Erichsen posted AOPA's requirements on the county airport website and a link to AOPA's website. AOPA developed a nationwide Airport Watch Program that is supported by a centralized government provided toll free hotline (1-866-GA-SECURE) ,a federal response and system for reporting and acting on information provided by pilots. For a local response we should use 911 or the local Sheriff's number, 301.475.8008.

Emergency Response Preparedness Activity - Mr. Erichsen asked that Mr. Hesbach contact Paul Wible, county's Director for Emergency Management Agency to coordinate an emergency response preparedness workshop. Mr. Wible's number is 301.475.4582.

SMART RIDE, Inc. – The BWI Shuttle Service draft lease was returned to Smart Ride, Inc. for further review. DECD Staff and the Assistant County Attorney are working with the representative from Smart Ride, Inc. to move forward.

Status of the Environmental Assessment – In a letter dated January 21, 2003 to FAA, Mr. Erichsen accepted FAA's proposal to rescind the current grant and issue a new grant to allow more time to complete the Environmental Assessment. The Assessment will be completed in 24 months.

IFR Traffic Repeater/Transceiver – MAA may fully fund the purchase and installation costs of the unit. Mr. Clarke received bids from ARINC and Avtech Marketing, Inc. (Groundlink) to install the Ground Communications Outlet units. Due to the urgency in submitting the request, Mr. Erichsen will submit a letter to MAA requesting funding and provide the two quotes. However, if

MAA does not provide the funding, Mr. Erichsen will include in the county's Capital Improvements Program for possible funding.

FBO AND LEASEHOLDER REPORTS

Construction of new hangar space – Pat Weaver reported seven billets are to arrive and construction should begin in March. Barriers will be used for safety reasons.

Pilot/Break/Briefing Room – Mr. Bildman will present a proposal at the next meeting. He asked that the computer weather reporting equipment be moved. It is now available for 14 hours for local and corporate pilots to use. The proposal would make it available 24 hours. Piedmont Flight Center has been providing the weather service information for free in exchange for requesting to reduce its rent. There was discussion whether to leave it as is or change it. The Committee tabled any recommendations until the proposal is reviewed.

NEW BUSINESS

S.M. HANGARS, Inc. Lease and Operating Agreement - John Norris, County Attorney, presented for the Airport Advisory Committee's approval an addendum to the Lease and Operating Agreement between the County Commissioners and S. M. Hangars, Inc. to change its Trade Name, St. Mary's Hangar, Inc. to its Corporate Name, S. M. Hangars, Inc. Mr. Norris also presented an Agreement between the County Commissioners and S.M. Hangars, Inc. that should S.M Hangars, Inc. default on its loan from Maryland Bank and Trust Company, the bank can do no more or less with the property than what the tenant had used it for and must comply with the county airport's minimum standards for FBO's to provide aeronautical services to the public established by the St. Mary's County Airport Commission and the Board of County Commissioners 1994. **A motion was made by George E. Clarke and seconded by Patrick Murphy to forward the Lease and Operating Agreement Second Addendum between the County Commissioners and S.M Hangars, Inc., and the Agreement between the County Commissioners and S.M. Hangars, Inc. as presented by Mr. Norris, County Attorney to the Board of County Commissioners for approval. Motion passed.**

EPA levying fines for discharging sampling fuel on the tarmac– Korey Smith will provide at the next meeting AOPA's article on this and the use of recovery cans and Gasoline Analysis Test Separator.

Draft Airport Vehicle Ordinance Provisions – The provisions will be included in the Rules and Minimum Standards.

Tie-downs – Mr. Clarke provide specifications for braided nylon tie-down lines. Mr. Clarke referenced FAA Advisory Circular AC 20-35C – Tiedown Sense that addresses designs for tie-

down anchors in various surfaces and minimum strength requirements for tie-down ropes. The FAA recommends a rated breaking strength of not less than 3,000 lbs that corresponds to a 3/8 inch stranded nylon rope or 5/16 inch double braided nylon. These specs will be included in the Tie-Down Lease Agreement and will be the responsibility of the tenant to purchase.

Surveillance Cameras – Two of the Sheriff’s surveillance cameras used at their former site will be relocated at the county’s main hangar and terminal.

UNFINISHED BUSINESS

Request for Change of Frequency and Working Name of Airport – Mike Breen spoke with the Airport Safety Data Office who is the FAA point person for Airport Name Change regulations. The procedure to follow is to publicly discuss the proposed name change, forward the recommendation to the Board of County Commissioners for approval and request they submit a letter of recommendation to FAA and the ASDO in FAA receives and processes for the name change for flight records or in its entirety or doing business as. The suggested working name is St. Mary’s Airport. It usually is a 3-month process. The procedure is the same for requesting a change in frequency. Discuss publicly why you want to change the frequency, and request the Board of County Commissioners to submit a letter to FAA. The process can take up to one year. MAA provides a FCC form to use for frequency change. It was suggested to request the frequency change at this time and further discuss the working name change.

Walk-thru of Airport Grounds – Mr. McNamara tentatively scheduled for this weekend and will later determine how often inspections should be conducted. Mr. Clarke referenced FAA Circular 150/5200-18B on airport safety self-inspection procedures may be a helpful tool.

PUBLIC COMMENTS

There being none, all other unfinished business items were tabled until the next meeting.

ADJOURNMENT

The meeting adjourned at 7:45 p.m. The next meeting will be held at 6:00 p.m., Monday, March 24, 2003 at the County Airport Terminal.

Respectfully submitted

Approved,

Alberta Bowling, Recording Secretary

Korey Smith, Chairman