

Advisory Committee Meeting
Captain Walter Francis Duke Regional Airport
March 27, 2006

Approved Minutes

I. CALL TO ORDER

Mr. Bill McNamara, Chairman called the meeting to order at 6:00 pm. Other members present were: Korey Smith, Erin Lesko, Walter Gillette, Ned Clarke, Joe Mitchell and Stan Sweiker. Recognizing that all members were present, Mr. McNamara noted that official business could be conducted.

Others in attendance are reflected on the Sign-In Sheet.

II. MINUTES

Ned Clarke requested that the minutes reflect that the AOPA did not support HB 894. Gary Whipple agreed to make the requested change in the minutes prior to posting on the County website. Following review of the draft February minutes, a motion was made by Joe Mitchell and seconded by Korey Smith to approve the February minutes as amended. The motion passed with a vote of 7-0. Gary Whipple noted that approved minutes for January have been posted on the County website.

III. CHAIRMAN'S REPORT

Mr. McNamara recognized and welcomed the new Committee member Mr. Walt Gillette. Mr. Gillette acknowledged receipt of his membership informational package and made a short introduction. Additionally, Mr. Stan Sweikar accepted his position as Vice Chair.

Mr. McNamara discussed the summer meeting schedule since all members were present. The Committee decided that regularly scheduled meetings would continue through the summer with the exception of August. A notice for meeting cancellation will need to be formally posted.

Mr. McNamara reiterated the Committee's desire to establish April and October as the months for the scheduled semiannual airfield walkthroughs by the Committee. The Committee was in agreement that this schedule was acceptable with specific dates to be determined later.

Mr. McNamara opened the floor to the public for open comment and discussion.

IV. PUBLIC COMMENT

Mr. Jim McCarthy indicated that the key cards are a great improvement to the airport access, but indicated that the card reader is difficult to reach from the driver's seat as one exits the airport. Discussion ensued about the proximity of the card reader's base to the edge of pavement and the necessary clearance from the road. The Department of Public Works and Transportation will provide comment at the next meeting.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORTS

Mr. Erichsen was unavailable to attend the meeting due to other County business, therefore Mr. Gary Whipple represented the Department. Gary Whipple reminded the Committee that the date for the Environmental Assessment Public Meeting is set for Monday, May 22, 2006 at 6:00 PM per the Legal Notice included in their handouts. The meeting will take place during the normally scheduled monthly committee meeting. The meeting will be opened by the Committee Chairman and turned over to the consultant for the balance of the meeting. Once completed, the Chairman would formally close the meeting. The meeting is intended to provide the public with information on the Environmental Assessment (EA) as recommended by the FAA to evaluate potential impacts associated with developing the Airport consistent with the 20-year Master Plan of development as approved in 2002, and amended in 2003. The meeting is in accordance with the National Environmental Policy Act (NEPA) of 1969 and FAA Citizen Participation in Airport Planning Airports Advisory Circular 150/5050 4.

Gary Whipple indicated that the dedication plaque for the Terminal Re-dedication ceremony is on order for the June 6, 2006 ceremony. The proof for the plaque was provided in the handouts and conforms to the layout and text approved by the Airport Advisory Committee and the Board of County Commissioners.

Gary Whipple and Steve Bildman of AirTec reviewed the County DECD comments of the AirTec lease proposal for the Committee, per the 3/17/06 handout. The Overall Findings were reviewed first, with Mr. Bildman noting for the Committee that the 25-year term for the lease is derived from both the County's Airport Minimum Standards and the FAA Airport Capital Improvement Program. To address the concern about rental rates appearing to be too low, Mr. Bildman noted that the standard ground rental rate is three percent of gross income with an annual fixed increase based upon the CPI. Mr. Bildman also stated that the CPI won't increase more than ten percent over a five year period. Mr. Bildman also noted that no increased maintenance is foreseen in the proposed lease since the existing building is being replaced with the same aircraft storage capacity. Long-term facility maintenance will be reduced by replacing the one building of poor design and quality. The existing leases and the proposed lease do not identify any additional free space for County use. The proposed lease does not have a financial audit provision since the fees are based upon a fixed rental amount with standard annual CPI increases.

Steve Bildman continued with the DECD's detailed questions of the proposed lease. Discussion ensued concerning the requirement for the County to purchase S.M. Hangar's buildings at fair market value if the lease terminates. DECD's comments suggested that any leasehold improvements, such as these buildings, should be removed at AirTec's expense if the lease terminates. Mr. Bildman indicated that the proposed lease allows the property to revert back to the County at no cost at the end of the 25 year lease. He also stated that it would be impracticable to remove the property. The buyout value would be as specified in the current lease at any case.

Mr. Mitchell requested information about the determination of additional rent in lieu of real property tax. The proposed lease is offering additional rent to be paid directly to the County in lieu of this tax. Mr. Bildman indicated that an accountant can provide a letter concerning how this calculation will be made. Mr. Mitchell also highlighted the provision that no reassignment of this proposed lease can be made without the County's written consent.

Gary Whipple reviewed the status of the overall comments on the proposed lease, reiterating that the prior DPWT comments (as incorporated into the February minutes) will be combined with DECD comments and forwarded to the County Attorney along with AirTec's responses to both sets of comments. With the clarifications given by Mr. Bildman, the Committee found the responses to comments acceptable and recommended that they be forwarded to the

County Attorney. This process is in response to the Committees request to have a parallel review of AirTec's proposal.

Gary Whipple then addressed the clarification and comments to the lease of County hangar space to Mr. Ricardo Traven. Gary Whipple reminded the Committee that Mr. Erichsen advised that exclusive use of space which results in revenue to the County is not permitted by the FAA per the existing Grant Assurances. It was agreed that a formal written proposal needs to be submitted to the Airport Manager for review, with comments forwarded to the Advisory Committee. The request to lease also required clarification. Through further communications with Mr. Traven, it was determined that the request is to store equipment in an area adjacent to space already leased by Mr. Traven, and that the additional space is not for commercial purposes. The Department requested that Mr. Bildman post a notice for a minimum of fourteen (14) calendar days notifying the public of the available space. The Department also required that the tenants be contacted about the available space. Mr. Bildman indicated that he had posted the notice and conducted a poll of all tenants, with no responses received. Having satisfied the need to notify others of the available space, and having received no other responses, the Committee agreed that the lease modification was acceptable. Mr. Erichsen has already e-mailed the standard leases and exhibits to Mr. Traven for his use in preparing the respective lease. Mr. Bildman agreed to follow-up with Mr. Traven.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman provided an update of the new six unit T-hangar which should be completed by the end of July 2006. The slab work for the six units is commencing, with footers and block work. Currently, there is no impact anticipated to airport operations due to this work. The buildings arrive in June. A site plan for three additional buildings is being developed. Stormwater management limits further development of hangars for probably five more years. Fire main upgrades are also required for further development in this area.

Mr. Bildman also reported that there was one accident in which an airplane ran off the runway, causing damage to the runway and a sign. The Department of Public Works and Transportation responded to the scene and took appropriate action to clear the runway.

VII. NEW/OLD BUSINESS

The next meeting will be held on April 24, 2006 at 6:00 p.m., at the County Airport in the Terminal Building Conference Room. The meetings are normally held on the 4th Monday of the month.

The Committee acknowledged June 6, 2006 as the date for the Re-dedication ceremony for the terminal building.

The committee requested follow up on the formal name change of the airport. The Department of Public Works and Transportation is still awaiting FAA formal confirmation of name change to "St. Mary's County Regional Airport" as submitted by the Board of County Commissioners on December 13, 2005.

Mr. Mitchell provided an update and overview on the legislative process and HB 298 concerning real estate disclosures and military operations and testing. Based upon the March 17th roll call, the bill appears to have passed. Mr. Mitchell stated that it is too late in the legislative process to address general aviation for this year. Mr. McNamara led the Committee's discussion concerning this issue, and the Committee agreed to form a subcommittee to study this issue in terms of general aviation and development and to make

recommendations to the Board of County Commissioners. Mr. McNamara asked that the Department of Public Works and Transportation collect zoning information for this subcommittee. Mr. Clarke moved to form this subcommittee, and Mr. Korey Smith seconded the motion. The motion passed with a vote of 7-0.

Mr. Ned Clarke reported no change in the coordination efforts with NAS Pax River Air Operations with respect to vertical guidance / GPS 11 approach. Additional follow up will be conducted over the next several weeks.

Mr. Ned Clarke also indicated that additional follow up is still needed on the Letter of Agreement with NAS Pax River, and he will provide subsequent reports as needed.

Mr. Bildman reported that the pilot lounge in the County hangar is progressing and should be up and running, and he will report again on the progress at the next committee meeting. The key is available and furniture and equipment is forthcoming.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. McNamara recommended the meeting be adjourned, which was seconded by Mr. Smith. Hearing no objections, the meeting was adjourned at approximately 7:40 p.m.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Bill McNamara
Chairman