

## **Airport Advisory Committee Meeting**

Captain Walter Francis Duke Regional Airport

May 19, 2003

### **Approved Minutes**

#### **I. CALL TO ORDER**

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

Staff members present were: Linda Springrose, Assistant County Attorney and Bert Bowling, Recording Secretary.

Other attendees were: Kenneth Studt, AOPA ASN Volunteer and Michael D. Errico.

#### **II. MINUTES**

A correction to the minutes was noted. On page 1, under Walk-thru of Airport Grounds Report, line 5, delete "some hazardous fueling operations" and replace with, "lack of a reel for refueling hose (was not a significant hazard)." A motion was made by Joseph Mitchell and seconded by Bill McNamara to approve the minutes as corrected. Motion passed.

#### **III. CHAIRMAN'S REPORT**

**Airport Manager Update** – The County readvertised the Airport Manager's position. There were 57 applicants and through the screening process by the Human Resources Department, there are now 19 qualified applicants to review and score. Bill McNamara and Joe Mitchell from the Airport Advisory Committee agreed to score the applicants, along with G. Erichsen, J. Savich, G. Forrest and a staff member from Human Resources.

**Revenue Update** – For the period 7/1/02-4/30/03, the airport generated \$134,133 in revenue that goes back into the county's operating budget.

**Automated Weather Operating Station (AWOS) Forest Conservation Plan Approved by Department of Planning and Zoning on 4/30/03** – To comply with FAA (safety) requirements, exemption was granted to do additional clearing around the AWOS.

**Inspection of the Airport by the Maryland Aviation Administration (MAA)** – The MAA conducted an inspection of the airport on April 2, 2003 and approved the renewal of the annual operating license. The approval letter from MAA is attached.

**Maryland Airport Conference** – The conference will be held on June 18, 2003. The Airport Managers around the state attend. Additional information regarding the conference is attached.

**EAA Young Eagles Rally (6/14/03) and Flyin (9/20/03)** – As part of a community aviation outreach program, the EAA will conduct an International Young Eagles' rally on June 14<sup>th</sup> with

the emphasis placed on the planes that are based here. The Flyin on September 20<sup>th</sup> will include static displays. Additional information is attached.

**Environmental Grant Application** – The FAA rescinded the current grant and issued a new grant to allow more time to complete the Environmental Assessment. It should be completed in 24 months. A copy of the EA Scope of Work is attached.

**Airport Emergency Plan (AEP)** – The Plan is complete. Mr. Erichsen will give a presentation at a future meeting.

**Range Testing** – Patuxent River performed Range Testing at the airport over the last two weeks.

#### **IV. MISCELLANEOUS REPORTS AND DISCUSSION ITEMS**

**Revised Tie-Down Lease Agreement** – The members commented on the amended tie-down lease agreement. The committee expressed their dissent on the following clauses in the lease agreement:

Overnight parking is prohibited on the airfield.

Lockboxes not permitted to be tied-down on the leased premises.

The Assistant County Attorney noted other changes in the amended lease agreement: Paragraph 8.h. – To temporarily relocate lessee's aircraft, if necessary, for operational purposes; Paragraph 8.l – Minimum tie-down specifications for the unpaved tie-down areas; Paragraph 8.m - Minor changes but more defined responsibilities for Maintenance; Paragraph 8.o – Removed requirement for proof of pilot's license, Paragraph 8.p.- Refundable key deposit of \$15 for a proximity card reader; Paragraph 11.a and 11.b – Indemnification Clause protecting the county; and the Agreement must be notarized.

The amended lease agreement will be sent electronically to the absent committee members. If a member is unable to attend the June 23<sup>rd</sup> meeting, comments should be forwarded to the Chairman. Korey's email address is: smith\_korey@bah.com.

The committee will vote on the Agreement at the June meeting. If the committee disagrees with parts of the agreement, it will be so noted in the minutes. A minority report or a letter from the committee to the Board of County Commissioners expressing the Committee's dissent on parts of the agreement will be discussed at the June meeting and submitted to the County Commissioners.

**Rules and Minimum Standards** – Section One of the Rules and Minimum Standards will be reviewed at the June meeting. If you need a copy prior to the meeting, please contact George Erichsen.

**Ground Communication Outlet (GCO) IFR Traffic Repeater/Transceiver** – This item will be delayed until the June meeting.

#### **V. FBO AND LEASEHOLDER REPORTS**

**Hangar Space** - Korey reported that occupancy for the new hangar space should begin in May.

## **VI. NEW BUSINESS**

**Proximity Card Readers** – When they will be available will be referred to Mr. Erichsen for the June meeting.

**Annual Report** – The Board of County Committees have requested that all Boards and Committees submit their annual report, by mail, no later than July 1, 2003. At the request of the County Commissioners, the Committee is in favor of presenting in person, in July or August. Mr. Erichsen will coordinate a date with Donna Gebicke of the County Commissioners' Office.

## **VII. PUBLIC COMMENTS**

**Neighborhood Watch Program** – Ken Studt will show a 20 minute tape on a Neighborhood Watch Program at the June meeting following the official part of the meeting. Mr. Erichsen will provide the audio visual items (TV & VCR) for the viewing. The AOPA and other groups have reviewed the video and found it to be very informative and constructive.

**State Police** - Question was raised as to the hours that the State Police are stationed at the airport. They are stationed at the airport approximately 16 hours a day.

## **VIII. ADJOURNMENT**

The meeting adjourned at 7:00 p.m. The next meeting will be held on June 23, at 6 p.m., at the county airport. The meetings are normally held on the 4<sup>th</sup> Monday of the month.

Respectfully submitted,

Approved,

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Alberta Bowling  
Recording Secretary

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Korey Smith  
Chairman

