

St. Mary's County Regional Airport
Airport Advisory Committee Meeting
January 24, 2011

Approved 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 Bob Mullennix were also present. Randy Willis and Rich Richardson were excused, and Michael Brunnschweiler notified the County of his resignation from the committee in January. Since a quorum was present, official business could be conducted.

II. MINUTES

The Committee reviewed the draft minutes from the December 13th meeting. Mr. LaValle moved to approve the minutes after correcting a spelling error. Skip Shephard seconded the motion, which passed by a vote of 4-0. The approved minutes for prior meetings are posted to the County website.

III. FBO AND LEASEHOLDER REPORTS

Under a prior agreement to change the agenda before the meeting, Mr. Davis yielded the floor to Mr. Bildman for the FBO and Leaseholder reports. Mr. Bildman reported that the renovations to the existing hangar for MeDSTAR were completed in early January. The MeDSTAR staff has moved out of the temporary spaces in the Terminal. The MSP are moved in and operating in their new hangar. Mr. Bildman inquired about the AWOS ceilometer repairs, and Mr. Whipple indicated that the County had received a price proposal to repair and upgrade. He also indicated that there has been a marked increase in litter around the MTA parking lot area. Finally, Mr. Bildman indicated that AirTec, Inc. recently experienced e-mail and County web page difficulties. The County IT plan for the airport needs to be reviewed.

Mr. Whipple asked Mr. Bildman to comment on the relocation of the pilot's lounge from the County hangar to the Terminal. Now that MedSTAR has relocated out of the Passenger Holding Area (Room 105E), the County has returned that space to general use. Historically, the County allowed the Civil Air Patrol squadron to use that space for their cadet training program. However, the committee would like to be able to use that space for a pilot's lounge in conjunction with the proposed food service operation. The Terminal has internet access and better décor not available at the current location in the County Hangar, but the current pilot lounge has better access to public restrooms for 24/7 operations and is closer to transient services. The CAP representative noted that the CAP could co-exist with a pilot lounge operation in the Terminal. The committee agreed to defer the relocation of the pilot lounge to the Terminal until such time that the restaurant initiative has been evaluated.

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 Airport Layout Plan to find areas to add grass tie-downs. The committee passed a motion in December 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.

IV. CHAIRMAN'S REPORT

Mr. Davis opened discussion within the committee concerning the election of officers for calendar year 2011. Mr. LaValle entered a motion that Mr. Davis continue as Chairman, which was seconded by Mr. Shephard. The motion passed by a vote of 4-0. Mr. Davis entered a motion that Mr. LaValle continue as Vice Chairman, which was seconded by Mr. Shephard. The motion passed by a vote of 4-0.

Mr. Davis inquired about the Expression of Interest concerning the food service operations at the Terminal. Mr. Whipple reported that the package was in review with the Procurement Office with expected release in March 2011. The Procurement Office will post to the County and State bid boards. Additionally, the announcement can be given to interested vendors. Most announcements are open for 30-45 days with a site visit during that period. Trade organizations, the Chamber of Commerce, and the Department of Economic and Community Development can assist in getting the word out to qualified firms.

Mr. Davis led the discussion about the current draft of the 2010 Annual Report to the committee for review. The committee noted the following changes, improvements, and clarifications for the final report;

- List the Feasibility Study for Terminal Food Service Operation as first activity and accomplishment for 2010.
- Provide a better photo for the new MSP Hangar next to the existing hangar, preferably one with the hangar door open with the aircraft outside.
- Add storm drainage repairs and fence maintenance along the west side of the airport under Facility Maintenance and Improvements.
- Correct document header to reflect 2010 vice 2009.
- Provide current operational data and update charts for 2010.
- Summarize the main elements of the current Master Plan under Plans for the Future.

Mr. Davis directed that the final report be ready for review and approval at the February meeting. The report is due to the County Commissioners in March 2011.

Mr. Davis also wants to see progress on temporary parking and tie-down spots, especially if the food service operation develops to attract more transients. One aspect is to review certain aircraft that have not been operational for some time.

Mr. Davis asked Mr. Whipple to discuss Snow and Ice Control Operation Plan priorities for the County with respect to the airport. Mr. LaValle noted an update to the FAA Advisory Circular that recommends clearance time of 2 hours for non-commercial airports with more than 40,000 annual operations. 2W6 had 52,000 operations in 2006. Mr. LaValle moved that the committee submit a letter to the County Commissioners recommending that the snow plan priority for the airport be raised to comply with FAA Advisory Circular AC 150/5200-30C. The motion was seconded by Mr. Shephard and passed by a vote of 4-0. Mr. Whipple will provide Mr. LaValle a template for him to prepare a draft for the February meeting.

Mr. Davis and Mr. Whipple briefly reviewed the by-law correspondence from the County Attorney's Office. The County will redraft the committee's by-laws and sent information to committee leadership for their information. The Committee will be able to review the new by-laws before their adoption. Part of the package included the Open Meetings Act ordinance for guidance on the proper conduct of meetings.

Mr. Davis and Mr. LaValle asked that the County Commissioners fill the current vacancy before the June 2011 cycle. Mr. Whipple will make the request via the County Administrator's Office and report back no later than the February meeting.

V. PUBLIC COMMENT

The committee and attendees inquired about the repairs to the AWOS, which raises a safety issue. If a pilot is low on fuel and hasn't checked the weather, they will punch up the weather and find out that the ceiling has dropped down to 350 feet, leaving few options for a safe landing. Mr. Whipple indicated that the County had recently received a cost proposal from the vendor to repair and upgrade the ceileometer. The AWOS should be NOTAM'ed out on ceiling during the interim. The County will process the work to replace the ceileometer.

VI. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Whipple stated that the County has received two responses from the adjacent property owners on the offers for real property acquisition. Parcel 31 is required to relocate Lawrence Hayden Road for the runway extension, and Parcel 29 is required to relocate Airport Road for the taxiway relocation. The County is still in discussion with the owner of Parcel 28, also required for Airport Road relocation.

Mr. Whipple reported that bids were received for the beacon relocation project on December 9, 2010, and the apparent low bid was within budget. The Department made the award recommendation on December 22, 2010. Bonds and insurance were received from the Contractor in mid-January, so the award is expected at the end of January 2011. The Contractor has to be complete with the work and all invoices paid and reimbursed by the State by June 30, 2011. The Maryland Aviation Administration is being advised as each step in the process is completed.

Mr. Whipple stated that there are no significant development concerns within the Airport Environs (A/E) overlay for the January and February 2011 review as handed out at the meeting. Since one of the proposed developments was a minor subdivision close to centerline of R/W 29 east of Rt. 235, Mr. Whipple reviewed the development review process in place since 2006 and how the record plat for that new subdivision will expressly notify the new property owner of the presence of the airport and the public rights to use the airspace. The Department will continue to monitor development that impacts the airport.

Mr. Whipple handed out a proposed revision to the airport development review procedures for committee review. Comments can be forwarded to Mr. Whipple for inclusion into a final draft.

VII. NEXT MEETING


The next scheduled meeting is Monday, February 28, 2011. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

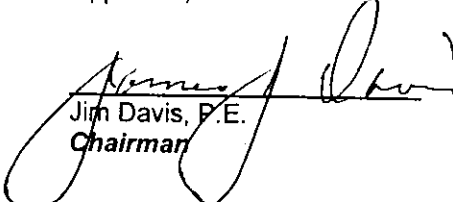
VIII. ADJOURNMENT

Mr. Shephard moved and Mr. Mullennix 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,


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


Jim Davis, P.E.
Chairman