

Approved Minutes

I. CALL TO ORDER

Jim Davis, Chairman, called the meeting to order at 6:00 PM. Committee members Jacque LaValle, Vice Chairman, Ray Bednarcik, Skip Shepherd and Bob Mullennix were present. Committee alternates Constantine 'Jack' Pappas and Erik Anderson were also present and sat in for committee members Randy Willis and Rich Richardson, who were excused in advance. Since a quorum was present, official business could be conducted.

II. MINUTES

The Committee reviewed the draft minutes from the September 26, 2011 meeting. Jacque LaValle moved to approve the minutes as drafted. The motion was seconded by Skip Shepherd and passed by a vote of 7-0. The approved minutes for prior meetings are posted to the County website.

III. CHAIRMAN'S REPORT

Mr. Davis reminded the committee that the newly revised committee by-laws governing the administration of the committee were adopted at the July 25, 2011 meeting. The office of committee secretary remains vacant, and the appointment of the committee secretary was tabled again until the December 2011 meeting.

Mr. Davis requested an update on the food service initiative for the terminal building. Mr. Whipple, representing the Department of Public Works and Transportation, reported that the final draft of the Request for Expression of Interest (REOI) is finalized and with the Procurement Office awaiting advertisement based upon their prioritized workload. The solicitation is scheduled to be released in November 2011. The Department will continue to monitor the advertisement process with the Procurement Office.

The committee agreed to move forward with two additional tie-down spots on Ramp A and two additional spots on Ramp D, to be determined by the FBO and the County, depending on safety considerations and ground movement requirements for the gliders at the west end of Ramp D. The FBO and the County will determine the location for two additional grass tie-down locations at the west end of Ramp D. The FBO will submit a proposal to the County for the work.

The committee continued discussion concerning the future plans for the Pilot Lounge and determined advantages and disadvantages for two options: 1) relocate the pilot lounge to the terminal, and 2) renovate the pilot lounge in its current location. Costs and benefits for both options were summarized as follows;

- 1) **current location**; *pro's*; close proximity to FBO services, 24/7 access to restrooms, *con's*; no internet access, subpar furnishings/finishes, no vending
- 2) **relocated to terminal**; *pro's*; wireless internet available, synergy with proposed food service operation, *con's*; after-hours access to restrooms (requires combo lock arrangement to access terminal lobby for restrooms), separation from FBO services

Jacque LaValle recommended investing in the current location with decent furnishings, pending the results of the food service initiative at the terminal. He summarized the results of the users survey as follows: 90% of respondents in favor of leaving the pilot lounge in its current location. Survey respondents also recommended installing wireless internet connectivity and eliminating the out of date WSI (leased weather computer) system. Mr. Whipple advised that the WSI system is no longer in service (contract allowed to expire). Jim

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Davis summarized the sense of the committee in that the airport needs a decent pilot lounge now, regardless of location, to make the airport more user friendly. Jacque LaValle made a motion to invest in maintaining the current pilot's lounge at the County hangar with inclusion of internet connectivity, which was seconded by Jim Davis. Skip Shepherd amended the motion to reserve the option to move the pilot's lounge to the terminal building, with procured amenities already in place, when conditions become favorable to do so. The motion passed by a vote of 7-0.

IV. PUBLIC COMMENT

The public in attendance reiterated the primary need for today's pilot lounge is wireless internet connectivity for web-based navigational products and services. The attendees also agreed that investments at the current location could go a long way towards improving the pilot lounge.

The public in attendance also noted that the VASI on R/W 29 was only showing two reds, the high light being out. Also, one of the parking lot lights at the terminal building was out. These items will be forwarded to the Building Services Division for action.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation and reported that the County has reached an agreement with both property owners for the purchase of the two parcels necessary for Airport Road and Lawrence Hayden Road relocation.

Mr. Whipple included the monthly report on proposed developments within the Airport Environs (A/E) overlay. For the month of November 2011, there was one development to report within the A/E overlay; the Cracker Barrel restaurant at Park Place, at the intersection of Three Notch Road (MD 235) and Shady Mill Drive. The Department will continue to monitor the monthly development review submissions.

Mr. Whipple tabled discussion about a Zoning Ordinance text amendment concerning State obstruction standards to a later date until such time that the draft can be completed.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Pat Weaver represented the FBO and provided the coordination necessary to locate additional tie-down locations per the request of the committee.

VII. NEXT MEETING

The committee decided to combine the November and December meetings, as is custom, to Monday, December, 5, 2011. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

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VIII. ADJOURNMENT

Mr. Davis noted that the agenda was complete, and Mr. LaValle moved that the meeting be adjourned. Mr. Shepherd seconded the motion, which passed by a vote of 7-0. The meeting was adjourned at 7:00 PM.

Respectfully submitted,

(signed)

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

Approved,

(signed)

Jim Davis, P.E.
Chairman