

St. Mary's County Regional Airport
Airport Advisory Committee Meeting
April 25, 2011

Approved Minutes

I. CALL TO ORDER

Mr. Jim Davis, Chairman, called the meeting to order at 6:00 PM. Committee members Jacque LaValle and Rich Richardson were also present. Bob Mullennix and Skip Shepherd were excused in advance. Since a quorum was not present, official motions could not be entertained, but scheduled presentations and discussions concerning committee matters continued per the established agenda.

II. MINUTES

The Committee reviewed the draft minutes from the February 28th meeting. The members present made no comment or took any exceptions, so a motion to approve will be tabled until the next meeting. The approved minutes for prior meetings are posted to the County website.

III. CHAIRMAN'S REPORT

Mr. Davis requested that Mr. Whipple provide an update on the status of the food service initiative for the airport terminal. Mr. Whipple referred to the revised Expression of Interest (EOI) in the meeting package that represents the guidance received from the Procurement Manager and Finance Director. The committee reviewed the Potential Client Populations and requested that additional data from adjacent work establishments be added.

Mr. Davis then turned the floor over to the Civil Air Patrol Squadron for a presentation about the cadet training and emergency services programs. The squadron's deputy commander, John Lamb, stated that the St. Mary's squadron, with 103 current members, is the second largest squadron in Maryland. Aerospace education is the main mission of the squadron, but additional priorities include leadership development, citizenship and physical training. Several cadets move on to service academies or enlist in the armed forces.

The squadron also plays a key role in emergency services for the County. Search and Rescue (SAR) exercises are regularly conducted at the airport, and the Maryland Wing has the capability to mobilize a Mission Base to the airport terminal for a regional contingency. The squadron is also trained to locate Emergency Locator Transmitters (ELT's) for aircraft and vessels in distress, as well as missing persons searches. The squadron currently has 14 pilots on the roster; 8 designated as mission pilots. The squadron has one aircraft based at the airport and is considering basing a second. In FY2010, the squadron participated in 42 air force launches, completing 4 'finds', and has participated in Chesapeake Bay patrols with DHS/FEMA.

Mr. Davis and Mr. LaValle reviewed the committee's concerns about the County's Snow and Ice Control Operation Plan priorities with respect to the airport. Mr. LaValle had previously drafted a letter to the County Commissioners referencing the FAA Advisory Circular that recommends clearance time of 2 hours for non-commercial airports with between 10,000 to 40,000 annual operations, which remains on the table for consideration. Mr. Richardson reiterated his request for a precise definition of an operation. Mr. Whipple stated that each landing and take-off is considered an operation and will find the source of that definition for committee review. As a quorum was not present, the decision to move forward with a letter to the Commissioners will be deferred to the next meeting.

IV. PUBLIC COMMENT

The committee and attendees were pleased that the ceilometer for the AWOS has been replaced, rectifying a safety issue for pilots on approach. In light of the recent vehicle accident involving a County vehicle, a general inquiry was made into the training programs the County makes available to County and contractor employees. Mr. Whipple reviewed the basic awareness training given maintenance personnel and will remind supervisors to review procedures.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Whipple stated that the County has finalized the contracts of sale with two of the adjacent property owners for the relocation of Airport Road and Lawrence Hayden Road. The County Commissioners approved the grant applications to fund the land acquisitions at their March 1st meeting. The packages were received by the FAA before their March 4th deadline.

Mr. Whipple reported on developments that are within the Airport Environs (A/E) overlay based upon the April and May cycles of the County's development review process. Developments include two multi-family apartment complexes in the Wildewood area and an office building on the parcel immediately adjacent to Runway 11. The appropriate comments were forwarded to the County agencies to ensure that the zoning ordinance protections are in place.

Mr. Whipple handed out a notice from the Maryland Aviation Administration concerning a pattern change for Davis Airport (W50). He also handed out copies of the FAA Aeronautical Study for the decommissioning of the LINDEN VORTAC. Any comments to the FAA are due back by May 9, 2011. The committee sees no need to provide comment.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Weaver briefly surveyed the options available for additional tie-down spaces with Mr. Davis and Mr. Whipple before the meeting. He indicates that up to nine additional spaces could be created immediately east of the terminal apron. Also, but adding an additional space to the ends of current tie-down rows, more spaces could be added, but this action will require the review of circulation patterns. Mr. Whipple will prepare a graphic to move the planning process forward.

VII. NEXT MEETING

The next scheduled meeting is the fourth Monday in May, May 23, 2011. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

VIII. ADJOURNMENT

The meeting was adjourned at 7:40 PM.

Respectfully submitted,

(signed)

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

Approved,

(signed)

Jim Davis, P.E.
Chairman