

**St. Mary's County Regional Airport
Airport Advisory Committee Meeting
23 April 2018 Minutes**



- I. CALL TO ORDER – Chairman Eric Pratson called the meeting to order at 6:03pm. Committee members and Alternates present were Terry Adair, Jim Alexander, Carrie Kelly, Ted Klapka, Robert Lightstone (Vice Chairman), Craig Nixon, and Andre Swygert. Gary Whipple and Bob Carlton were in attendance from St. Mary's County Department of Public Works and Transportation. Four members of the airport community and public attended.
- II. Guest presentation was given by Mr. Ashish Solanki, Director of Regional Aviation Assistance of the Maryland Aviation Association. A copy of it is attached. Mr. Solanki noted that successful airports have a Strategic Plan, Operating Guidelines (Rules & Minimum Standards), a Business Plan, a Development Plan (to include the Airport Master Plan), and a Marketing Plan (Community, Regional and National). He noted that MAA views St. Mary's County's relationship with AirTec for management of the airport as unique and beneficial. He also noted that most airports either fully manage their airport or fully outsource, noting that 2W6's operating agreement is unique.
- III. FBO & LEASEHOLDER REPORTS
 1. Nothing significant to report.
- IV. Dept. of Public Works & Transportation
 1. Airport Capital Improvements
 - i. On track to submit for \$5M taxiway relocation
 - ii. Aviation Easements closing on track to meet airport construction schedules
 2. Development Review Update: nothing to report
 3. Airport Operations and Maintenance:
 - i. MAA approved Airport Licensing (5 April 2018)
 - ii. AWOS Replacement Options to be briefed at June meeting
 - iii. Runway 29 PAPI to be recertified by FAA in May or June
- V. CHAIRMAN'S REPORT
 1. University Research Foundation briefing on ADS-B Ground Repeater scheduled for June meeting.
 2. 12 May Airport Inspection. Meet at Piedmont at 9am.
- VI. PUBLIC COMMENTS: None
- VII. Review / Approval of Minutes:
 1. The March Minutes were approved as submitted.
- VIII. Old Business
 1. The Airport Rules Draft Ordinance, Permittee Agreement review, and General Permit review remains tabled have been reviewed by outside consultant and comments were provided to DPW&T. Further, DPW&T is querying other Maryland Airports about their Permit process. DPW&T will brief this at April meeting.
 2. The Committee again noted these items remain a priority for implementation.
- IX. New Business:

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1. The UAS symbol should to Sectional Chart showing UAV activity at 2W6.
Action: DPW&T ^{pl}
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- X. NEXT MEETING –The June meeting will be held on 25 June 2018 at 6pm at the Airport Terminal Building.
- XI. OPEN ACTIONS
1. Post Airport Ordinance Draft to Airport Group website
 - i. To be referred to Outside Consultant for review and advice.
 2. Obtain services of Aviation Insurance Consultant for Minimum Standards update. Action DPW&T. Done (see 1)
 3. Provide proposed updated Permittee Agreement at AAC (May 2017 mtg) – Complete
 - i. Lease Holder review and response on proposed Permittee Agreement (Aug meeting)-Complete.
 - ii. To be referred to Outside Consultant for Review and advice.
 4. Additional Windssocks and Anemometer Relocation
 5. Wash Rack compliance with new MDE Regulation.
 - i. Action DPWT to measure runoff contamination.
 - ii. Determination if formal Wash Rack is needed.
 6. UMD ADS-B Repeater Systems details. Action DPW&T.
 7. Review of process for non-tenant Aeronautical Service Providers to obtain access to 2W6. To be referred to Outside Consultant for Review and advice. June Meeting
 8. Annual Airport Inspection by the Airport Advisory Committee is planned for Saturday 12 May 2018.
 9. Runway Extension Concept Plan briefing to AAC – June meeting
 10. AWOS Replacement Options to be briefed - June meeting
 11. Request UAV Symbol be added to Sectional Chart.
- XII. ADJOURNMENT- The meeting was adjourned at 7:08pm.

Submitted,

Ted Klapka

Secretary

Approved,

Eric Pratson

Chairman



MDOT MARYLAND DEPARTMENT OF TRANSPORTATION

MARYLAND AVIATION ADMINISTRATION

- Overview
 - MDOT MAA
 - Airport Grant Program
 - Economic Impact of Airports
 - Strategic Planning

Organization

- MDOT

- MAA

- BWI (460 staff)
 - MTN (36 staff)
 - Office of Regional Aviation Assistance (4 staff)

- Encourage, foster, and assist in the development of aeronautics Statewide (Annotated Code §5-204)
 - Airport Operating License Program
 - License and inspect landing facilities in accordance with COMAR 11.03.04, Aeronautical Regulations and COMAR 11.03.05, Obstructions to Air Navigation
 - Statewide Aviation Grant Program
 - Improve, develop and preserve public-use landing facilities through financial assistance
 - Advocate and outreach for advancement and protection of aeronautic interests

- 135 licensed or registered landing facilities
 - 35 public-use facilities (18 owned by public entity)
 - 3 Air Carrier Service airports
 - 5 Reliever Service airports
 - 16 General Service airports
 - 8 Local Service airports
 - 2 Special Facility (heliport and seaplane base)

- Statewide Economic Impact (CY2015 data)
 - Total Jobs: 9,368
 - Total Personal Income: \$488M
 - Business Revenue: \$865M
 - Local Purchases: \$239M
 - State/Local Taxes: \$ 51M



Airport Grant Program

- FY 18 budget \$2.35M
- Federally funded projects:
 - 90% FAA, 5% MAA and 5% County
- State-only funded projects:
 - 75% MAA, 25% County
- Project eligibility
 - Safety, security, capacity
 - Airside, construction-ready



Alternative Funding Sources

- Maryland Department of Commerce
 - Focus on jobs creation
 - Various funding options – based on scale/size of project and public benefit
- Maryland Economic Development Corporation
 - Large-scale investment (need to payback/loan)
- Private Investment

What does a successful airport have?

- **Strategic Plan**
 - Mission / Vision / Goals / Objectives
- **Operating Guidelines**
 - Rules and Regulations
- **Business Plan**
 - Financially fit & capable
 - Rates and Charges guiding document
- **Development Plan**
 - Public and Private source
- **Marketing Plan**
 - Community/Regional/National outreach

Best Practices

- Strategic Plan drives all other plans.
- Set rates & charges commensurate to type/level of service.
- Provide transparency in decision making process – public participation

Resources

- ACRP Reports

- # 16 – Guidebook for Managing Small Airports

- # 20 – Strategic Planning in the Airport Industry

- # 28 – Marketing Guidebook for Small Airports

- #77 – Guidebook for Developing GA Airport
Business Plans



Fly Safe...check NOTAMs

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