

Airport Advisory Board Meeting (Monday, September 28, 2020)

Generated by Allison Swint on Monday, September 28, 2020

Members present

James Alexander, Robert Lightstone, Ted Klapka, Albert Babcock, Robert Zaorski

Meeting called to order at 6:00PM

A. CALL TO ORDER

B. ROLL CALL

C. COMMITTEE REPORTS

Information: 1. Chairman/Vice Chairman reports

Information: 2. PW&T Report

Information: 3. FBO Report

Discussion: 4. 50th Airport Anniversary Subcommittee

D. OLD BUSINESS

Action: 1. Approval of August 24, 2020 Meeting Minutes
To approve the August 24, 2020 meeting minutes

Motion by Ted Klapka, second by Robert Lightstone.
Motion Carries

Yea: James Alexander, Robert Lightstone, Ted Klapka, Albert Babcock, Robert Zaorski

Action, Discussion: 2. Review/Update Action Item List

E. NEW BUSINESS

F. PUBLIC COMMENT

G. ADJOURN

**St. Mary's County Regional Airport
Airport Advisory Board Meeting
28 September 2020 Minutes**



The Airport Advisory Board (AAB) commenced its 28 September meeting at 6:01pm at the Airport Terminal with a telephonically conferenced meeting per County direction due to the COVID pandemic.

A quorum of the Airport Advisory Board was present or on the call with Jim Alexander chairing this meeting with Bob Lightstone (Vice Chair), Ted Klapka (Secretary), Albert Babcock and Bob Zaorski present. Allison Swint (Airport Manager) represented Department of Public Works & Transportation (DPWT). Three members of the airport business community were on the call.

Chairman's Report: Jim Alexander noted this meeting was being held telephonically in accordance with the County's Public Meeting Agency policy. The "First to Know" system was apparently having difficulties; members and the public should try registering again in order to receive info from the County. St. Mary's County Airport has received considerable positive publicity and was the subject of four General Aviation News articles.

DPWT Report: Allison Swint now has additional duties as the Deputy Director for Transportation for the Department of Public Works and Transportation. As such, she is spending more time off the airport attending to other transportation matters. Her Airport office hours are Monday and Thursday from 1 to 5pm. The County is still awaiting Maryland Department of the Environment approvals to start Phase II (Grading and Preparation). Allison is working with Maryland Environmental Services to determine what actions might be necessary for the aircraft wash areas to comply with MDE regulation. Additionally, they are attempting to obtain a Waste Oil Bowser to be placed in the vicinity of Gate 3 for the convenience of the airport users. The County has now received the \$69K in Federal CARES grant but has not yet determined how to use those funds.

FBO Report: The FBO has obtained a Buick LeSabre which will be put into service as an airport courtesy car. Ken Reed is spearheading a First Responders Appreciation effort on the airport on 17 Oct in two shifts 11am to 1, and 1 to 3pm. This effort is limited to First Responders and Medical personnel and the airport community. Hangar AA construction continues with the structure approximately 90% complete. Hangar ZZ has had its concrete poured but will not continue further construction until 2021.

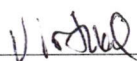
50th Anniversary Committee Report: The 50th Anniversary website is current. Fly-In Farmers Markets are planned for November and December and will again be held outside.
<https://www.stmarysmd.com/dpw/airport-operations/anniversary/>

The August Minutes and Action Items were approved unanimously.

There was no public comment but it was noted that the public is invited to dial-in using the same dial-in number as the AAB.

The next meeting of the Board is scheduled for Monday 26 October at 6pm. This will likely be another virtual meeting. The meeting adjourned at 6:52pm.

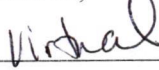
Submitted,



Ted Klapka

Secretary

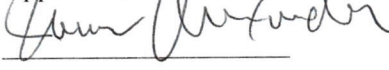
Reviewed,



Bob Lightstone

Vice Chairman

Approved,



Jim Alexander

Chairman

St. Mary's County Airport Advisory Board
Action Item List

Current: 9/28/20

Action Items as of 9/28/2020 AAB Meeting									
Action Item #	Status	Open Date	Due Date	Close Date	Originator	Assignee(s)	Action Item	Status/Resolution	Follow-up
6	Open	x/xx/18	TBD		AAC	DPWT	Install runway end windsocks (or streamers)	8/26/19: to be included in ALP revision process (see AI 10)	
7	Open	x/xx/18	TBD		AAC	DPWT	Relocate Anemometer where it can provide more accurate runway winds (treeline blocks wind from north impacting reported winds on AWOS and aviationweather.gov)	8/26/19: to be included in ALP revision process (see AI 10)	
8	Open	x/xx/18	10/26/2020		AAC	DPWT	Review Wash Rack compliance with new MDE Regulation regarding runoff contamination; determine if formal mitigation is needed	2/24/20: MD Environmental Services (MES) to meet with Airport Manager to discuss; 9/28: County needs to apply for wash rack permit, MES assisting with Notice of Intent to MD Dept of Environment (MDE).	
9	Open	x/xx/18	10/26/2020			DPWT	Procure ADS-B repeater system to improve safety and SA at 2W6; possibly co-share with KNHK?	Need to discuss with Pax Air Ops. 6/24/19: Klapka/Swint to meet with Pax and report at next meeting.	
10	Open	x/xx/18	TBD		AAB	DPWT, AAB	Develop strategy to update Master Plan (ALP and associated documents)	6/24/19: To be scheduled and addressed by AAB after Rules, SOP/Min Std are complete; 6/22/20: Per John Deatrick, county needs to do some work before AAB can address Master Plan (see AI 26).	
13	Open	x/xx/18	10/26/2020			DPWT, NAS Pax	Improve deconfliction between Pax Rwy 14 Approach and 2W6, including AWOS language and updated Chart Supplement (formerly AFD) language	Discussion held with Pax Air Ops 12/3/18. RCO with NAS Pax? 6/24/19: Klapka/Swint to meet with Pax and report at next meeting.	6/24/19: Klapka to provide proposed language. Klapka response that Draft SOP contains proposed language.
20	Open	6/24/2019	10/26/2020		AAB (Alexander)	DPWT	Investigate Courtesy Car for airport visitors	~ 6/12/19: Swint queried County Attorney; 7/9: County answer was no but DPWT suggested requesting direct to CSMC. 10/29/19: Letter sent from AAB Chair to CSMC, awaiting feedback; 6/22/20: Piedmont and Atkinson to provide courtesy car when pandemic allows, county may provide vehicle in future but none available now per John Deatrick; 9/28: Dave Stanton reports Piedmont has purchased Buick LeSabre, awaiting insurance policy, car should be available soon; Atkinson may contribute to sponsorship.	Exploring donor car option, negative results so far. County not averse to Courtesy Car. Donated Courtesy Car may have acknowledgement of donor (no advertising). 9/28/20: Once car operational, get added to airportcourtesycars.com and other appropriate listings.
23	Open	9/23/2019	10/26/2020		AAB (Klapka)	DPWT	Coordinate with Chesapeake Ranch and NAS Pax to develop procedures to use MD50 and NAS as divert fields when 2W6's Runway is fouled.	6/22/20: Tied to meeting with Pax Air Ops (AIs 9 & 13) but can start with MD50 (Bernie Wunder Airport Mgr)	
24	Open	10/28/2019	10/26/2020		Public (Bob Hansen)	Ted Klapka	Explore Compass Rose at 2W6. Obtain info from The 99s.	10/28/19: Bob Hansen to provide info from 99s at January meeting; 2/24/20: Hansen did not attend Jan or Feb AAB meetings; 6/22/20: POC change from Hansen to Klapka, he reports 99s no longer doing compass roses; 9/28: Ted to meet with Allison next week	
25	Open	6/22/2020	10/26/2020		AAB (Alexander)	DPWT (Swint)	Update airfield diagram in Chart Sup, ForeFlight, etc. to show taxiway markings (makes construction NOTAMS much more useful)	9/28/20: Allison waiting on as-builts from Delta	
26	Open	6/22/2020	10/26/2020		AAB (Klapka)	DPWT (Swint)	Provide POA&M for Master Plan/ALP revision	9/28/20: County looking for new airport consultant (possibly two, one for planning/design & one for construction); ALP on hold until consultant situation resolved	
27	Open	9/28/2020	12/7/2020		AAB (Alexander)	AAB, etc.	Provide inputs to AAB Chair for airport Annual Report 2020		Vote on annual report during January meeting
28	Open	9/28/2020	10/26/2020		AAB (Alexander)	AAB	Review options for \$69K CARES funding and make recommendation to County		