

Airport Advisory Board Meeting (Monday, December 7, 2020)

Generated by Allison Swint on Monday, December 7, 2020

Members present

James Alexander, Robert Lightstone, Ted Klapka and Gerald Meyerman

Meeting called to order at 6:01 PM

A. CALL TO ORDER

B. ROLL CALL

C. COMMITTEE REPORTS

Information: 1. Chairman/Vice Chairman reports Meeting was held virtually due to pandemic and county guidelines. Be-The-First-To-Know system appears to be having difficulty. New board member was welcomed and in attendance as an observer. C.T. Sahut gave a brief introduction.

Information: 2. DPW&T Report Phase I Taxiway and apron work is almost complete, minor punch items still remaining. Start of Phase II is delayed due to a permit. Phase III has been awarded and awaiting approval to start. RFP for an airport consultant is expected to be released later this month. New oil bowser is between Hnagars F & G.

Information: 3. FBO Report S. Hunt Aero is completing approximately 2200ft of Airport Loop Rd. Hangar AA is progressing. Pat Weaver noted fire extinguisher inspections and will need to enter hangars to do so.

Action, Discussion: 4. 50th Airport Anniversary Subcommittee Events are nearly complete. EAA Chapter held a tire recycling event on November 7, 2020. Outdoor Farmer's Market will be held on December 19th. There will be no Santa Fly-in due to COVID. Motion to dissolve the committee.

Move to dissolve the 50th Planning Committee now that the year is over.

Motion by Gerald Meyerman, second by Ted Klapka.

Final Resolution: Motion Carries

Yea: James Alexander, Robert Lightstone, Ted Klapka, Gerald Meyerman

D. OLD BUSINESS

Action: 1. Approval of October 26, 2020 Meeting Minutes & Action Items
To approve the October 26, 2020 meeting minutes

Motion by Robert Lightstone, second by Ted Klapka.

Final Resolution: Motion Carries

Yea: James Alexander, Robert Lightstone, Ted Klapka, Gerald Meyerman

Discussion: 2. Airport Annual Report 2020 Jim Alexander noted the annual report was being drafted and would be ready for January AAB meeting to approve.

Discussion: 3. CARES Act funding status AAB recommended the CARES money be used for kitchen equipment.

Discussion: 4. Review/Update Action Item list List was reviewed and revised, attached to minutes.

E. NEW BUSINESS

Information: 1. Next business meeting January 25 2021, 6PM

Information: 2. Upcoming officer elections Jim Alexander encouraged the board members to run/fill positions especially the Secretary position which is now vacant.

F. PUBLIC COMMENT

G. ADJOURN

**St. Mary's County Regional Airport
Airport Advisory Board Meeting
7 December 2020 Minutes**



The Airport Advisory Board (AAB) commenced its combined November-December meeting at 6:01pm on 7 December 2020 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), and Gerry Meyerman present. Bob Zaorski joined towards the end of the meeting. John Deatrick and Allison Swint (Airport Manager) from Department of Public Works & Transportation (DPWT) were on the call. 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 continues having difficulties; members and the public should try registering again in order to receive info from the County. Board members should have received the agenda via the Board Docs announcements, and the Agenda is available to all on the county AAB website. "CT" Sahut will be joining the AAB with the new year and was on this call. He is a retired USAF Officer currently working with MITRE.

DPWT Report: The existing Phase I contracts for Taxiway and Apron work are almost complete. The start of the Grading and Filling, Phase II, continues to be delayed awaiting Maryland Department of the Environment approvals. The Phase II runway extension contracts are awarded and awaiting approval to start. Once commenced, they are expected to take approximately a year and a half to complete. The Airport Consultant Request for Proposals has had FAA and MAA approval and is expected to be released in December. The new Oil Waste bowser is in place between Hangars F & G but is not yet ready for use.

FBO Report: Ken Reed reported that all of S. Hunt Aero's paving improvements are complete including approximately 2200 ft of the new loop road. Hangar AA is progressing well and they will be installing the 27 x 100 foot door shortly. Pat Weaver noted that they will be commencing checking and recharging fire extinguishers and will have to enter all hangars to do so. While there, they will be conducting N-number and general hangar cleanliness checks.

50th Anniversary Committee Report: The 50th Anniversary events are nearly complete. The EAA Chapter held a tire recycling donation and open hangar event on 7 November. A video is on the 50th Anniversary website of the Radio Controlled Jet performance from the First Responder Open House on 17 October. An outdoor Holiday Market is expected on 19 December. Unfortunately, there will be no Santa Fly-in this year due to COVID. The 50th Anniversary events were successful despite the COVID impacts. The Subcommittee was dissolved after a motion by Gerry Meyerman, seconded by Ted Klapka and receiving unanimous votes.

<https://www.stmarysmd.com/dpw/airport-operations/anniversary/>

Old Business:

The October Minutes and Action Items were recommended for approval by Bob Lightstone and Seconded by Ted Klapka and approved unanimously.

The draft Airport Annual Report is in work and will be presented to the AAB in January.

The AAB had previously recommended that the \$69K in CARES Act funding for the Airport be used to help make the Terminal building ready for a restaurant. This was predicated on the Airport receiving surplus Kitchen Equipment from the Garvey Center which now might not be available. DPWT is investigating and will make a further recommendation to the AAB in January.

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DPWT is in discussion with METCOM on the need for Equivalent Dwelling Units (EDUs) associated with airport expansion.

DPWT noted that they will be siting and painting lines for a Compass Rose in the Spring.

It was noted the existing AWOS continues to struggle and has many inoperative periods.

Jim Alexander thanked Ted Klapka for six years of service to the AAB as this was his last meeting on the Board.

Ted Klapka offered a motion to adjourn, seconded by Bob Lightstone, that was unanimously approved.

The next meeting of the Board is scheduled for Monday 25 January at 6pm. This will likely be another virtual meeting. Officer elections will be held. The meeting adjourned at 6:55pm.

Submitted,

Virtual

Ted Klapka

Secretary

Reviewed,

Virtual

Bob Lightstone

Vice Chairman

Approved,

Virtual

Jim Alexander

Chairman

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

Current: 12/7/20

Action Items as of 12/7/2020 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	1/25/2021		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); 10/26: no change; 12/7: no change	
9	Open	x/xx/18	1/25/2021			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; 10/26/20: no change; 12/7: no change	
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 Deatrck, county needs to do some work before AAB can address Master Plan (see AI 26).	
13	Open	x/xx/18	1/25/2021			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; 10/26/20: no change; 12/7: no change	6/24/19: Klapka to provide proposed language. Klapka response that Draft SOP contains proposed language.
23	Open	9/23/2019	1/25/2021		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); 10/26: Stoney says MD50 open for meeting, Ted to engage; 12/7: no change	
24	Open	10/28/2019	4/26/2021		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; 10/1: Ted & Allison identified location on west ramp, Allison checking with DPWT to see if they can survey and paint; 10/26: Allison awaiting response from DPWT; 12/7: DPWT has agreed to do, waiting for wx	
25	Open	6/22/2020	1/25/2021		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; 10/26: no change; 12/7: no change	
26	Open	6/22/2020	1/25/2021		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; 10/26: no change; 12/7: no change	
29	Open	10/26/2020	1/25/2021		AAB (Klapka)	DPWT (Swint)	Investigate possible methods to remove Canada Geese on airport	12/7/20: Allison to order pyros and screamers, should be here by 1/1/21	