

Airport Advisory Board Meeting (Monday, December 6, 2021)

Generated by Allison Swint on Monday, December 6, 2021

Members present

James Alexander, Robert Lightstone, Gerald Meyerman, Albert Babcock, Robert Zaorski, George Hill

Meeting called to order at 7:01PM

A. CALL TO ORDER

B. ROLL CALL

C. COMMITTEE REPORTS

Information: 1. Chairman/Vice Chairman reports

Information: 2. DPW&T Report

Information: 3. FBO Report

Information: 4. Pax Air Ops Report

D. OLD BUSINESS

Action: 1. Approve October 25, 2021 meeting minutes
To approve the October 25, 2021 meeting minutes

Motion by Robert Lightstone, second by George Hill.

Final Resolution: Motion Carries

Yea: James Alexander, Robert Lightstone, Gerald Meyerman, Albert Babcock, Robert Zaorski, George Hill

Action: 2. Review proposed Chart Supplement updates
To approve recommended changes to the Chart Supplements

Motion by Robert Lightstone, second by George Hill.

Final Resolution: Motion Carries

Yea: James Alexander, Robert Lightstone, Gerald Meyerman, Albert Babcock, Robert Zaorski, George Hill

Action: 3. Review Proposed SOP Updates
To approve the revised SOP changes

Motion by Robert Lightstone, second by George Hill.

Final Resolution: Motion Carries

Yea: James Alexander, Robert Lightstone, Gerald Meyerman, Albert Babcock, Robert Zaorski, George Hill

Discussion: 4. Review AAB Goals/Recommendations

Discussion: 5. Review/Update Action Item list

E. NEW BUSINESS

Information: 1. Next business meeting January 24, 2022 at 6PM

F. PUBLIC COMMENT

G. ADJOURN

Action: 1. Motion to adjourn

Motion by Robert Lightstone, second by George Hill.

Final Resolution: Motion Carries

Yea: James Alexander, Robert Lightstone, Gerald Meyerman, Albert Babcock, Robert Zaorski, George Hill

Meeting adjourned at 7:17PM

<https://go.boarddocs.com/md/stmarysco/Board.nsf/Private?open&login#>

Airport Advisory Board Minutes – 12/6/2021

Meeting Start 6:00 pm

Members Present: Alexander (Chair), Lightstone (Vice), Hill (Secretary), Zaorski (phone), Babcock

Others Present: Swint (DPWT), Deatrick (DPWT), David Gately (DPWT), Ken Reed (S. Hunt Aero), Pat Weaver, Dave Stanton (AIRtec/Piedmont)

Chairman Report:

- Youth in Aviation SOMD – two successful meetings with participants from Great Mills High School. Thanks to LCDR Steve Palmer, CDR Jeremy DeBons, and George Hill for setup and coordination of meetings and presentations on 12/4/21.
- Farmer's Market on 12/18 9am – 1pm. Santa Fly in approximately 1130.
- Retirement Social for John Deatrick will be 12/21 from 1400 to 1530. All Board members invited. His retirement date is 12/31. Tonight is last meeting with AAB.
- AAB officer elections at January meeting. Anyone interested in Chair, Vice, or Secretary please let Allison Swint know.

DPWT Report (Swint, Airport Manager):

- Construction doing well. Displaced threshold opened with no difficulties 11/30.
- Plan to move aircraft on tie-downs on West Ramp temporarily to East Ramp.
- Plan to complete terminal construction efforts by end of January.
- Introduced David Gately, new employee for DPWT and airport manager.
- Discussion of FAA requirement to perform annual inventory of aircraft located at the airport. Primary emphasis is on accurate reporting and the larger the number, the better the opportunity for grant funding.

Deatrick (DPWT):

- Appraisal completed on property that is available on North side of runway.

FBO Report (Weaver):

- Doing annual door/fire/lights inspection required for hangars.

Pax Air Ops Report (LCDR Palmer): Absent.

Old Business:

- Meeting minutes and action Item list from 10/25/2021 approved unanimously (motion Lightstone/second Hill).

- Proposed Chart Supplement update approved unanimously (motion Lightstone/second Hill). Added wording improves traffic deconfliction between Pax River and 2W6.
- Proposed SOP updates reviewed and approved (motion Lightstone/second Hill). Only voted on Red Line changes presented in document. Primary issues were:
 - o Wash Rack Area and Self-Maintenance Area
 - o Gate FOB policy
 - o Update regarding reporting of accidents/incidents
 - o Update on pilot lounge/flight planning area which should be open in January 2022
 - o Consistency of verbiage in changes regarding wash rack, maintenance spot, and other minor necessary changes

Ken Reed brought up items originally addressed at last meeting. These items did not make it into the final document provided by Allison Swint and thus still couldn't be voted on. There was a short discussion of appropriate process and why it should be changed at a later update.

- Action item list was reviewed and updated.

New business:

- Review and discussion of AAB goals and recommendations within the Annual Report, which is due in January. Vote will be taken on Annual Report at next meeting.

Public Comment: Ken Reed questioned the process for SOP updates. Anyone can suggest updates to the SOP at any time. Allison Swint will consolidate inputs and provide a red-lined draft document showing the proposed changes for AAB review at least one week in advance of the AAB meeting. Frequency of providing proposed SOP updates for AAB review is at the discretion of Allison Swint, though the AAB suggests this be limited to a few times per year at most.

Meeting Adjourned: 7:17 pm (motion Lightstone/second Hill).

Next Meeting: 1/24/22 at 6:00 pm

Submitted by: Hill (Secretary)

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

Current: 12/06/21

Action Item #	Status	Open Date	Due Date (do not change)	Close Date	Originator	Assignee(s)	Action Item	Status/Resolution	Follow-up
<i>Action Items as of 12/06/2021 AAB Meeting</i>									
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 AIs 10, 26); 9/27/21: to be included in AECOM ALP revision process	
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 AIs 10, 26); 9/27/21: to be included in AECOM ALP revision process	
8	Closed	x/xx/18	8/23/2021	12/6/2021	AAC	DPWT (Swint)	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 chg; 1/25/21: no chg; 2/22: no chg; 3/22: no chg; 4/26: permit submitted, water sample to be taken 5/12; 8/23: permit for wash rack received, wash rack in compliance	8/23/21: SOP update to reflect wash rack and MX area; 12/6/21: AAB voted to approve proposed SOP update. Allison to publish revised SOP.
9	Open	x/xx/18	8/23/2021			DPWT (Swint), AAB (Hill, Zaorski)	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; 1/25/21: Hill/Zaorski to replace Klapka; 2/22: Bob Z reached out to Pax Air Ops; 3/22: no chg; Hill/Zaorski to map strategy; 4/26: no chg; 6/28: mtg w/ Pax, Navy has no need for ADS-B repeater; ADS-R may be an option for 2W6, need to explore further; Pete Lehmann from TCAS Analytics is SME; 8/23: ADS-R brief from Pete Lehmann postponed to Sep mtg; 9/27: ADS-R vs TIS-B brief from Pete Lehmann, he is looking into more details; 10/25: no chg; 12/6/21: no chg	4/26/21: uAvionix PingStation2 may be solution? Just \$1750. No go, a closer look shows this is an ADS-B receiver not a repeater.
13	Open	x/xx/18	8/23/2021			DPWT (Swint), AAB (Hill, Zaorski), 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; 1/25/21: Hill/Zaorski to replace Klapka; 2/22: Bob Z reached out to Pax Air Ops; 3/22: no chg; Hill/Zaorski to map strategy; 4/26: no chg, suggestion was keep this a safety issue; John Deatrick offered to bring this mtg up at next mtg between Pax and CSMC; 6/28: mtg w/ Pax, LCDR Palmer open to working together on this; suggestion made to add Pax Air Ops rep to AAB as ad-hoc member and to add a VHF freq to Pax ATIS (see AIs 32 & 33); 9/27: Pax River Air Ops ad hoc member of AAB will help greatly with this, but still open; 10/25: Alexander to develop proposed Chart Sup language for review by LCDR Palmer; 12/6: Proposed Chart Sup language provided to LCDR Palmer on 11/3, he concurred. AAB voted to approve proposed language. Allison to submit to FAA for publication.	6/24/19: Klapka to provide proposed language. Klapka response that Draft SOP contains proposed language. 12/6/21: Additional language to be recorded on AWOS.

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

Current: 12/06/21

24	Open	10/28/2019	8/23/2021		Public (Bob Hansen)	DPWT (Swint)	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; 4/26: Allison to talk to Ron; 8/23: Allison to followup with Ron or Donnie; 9/27: Joanna Williams of 99s contacted Allison, interested in doing this in Spring; 10/25: no chg; 12/6/21: review again in Feb 22	
25	Open	6/22/2020	8/23/2021		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; 1/25/21: Allison has as-builts, MAA to confirm taxiway layout during inspection 4/15/21; 4/26: as-builts confirmed by MAA, submitted to FAA; 8/23: Allison needs to relook; 9/27: no chg; 10/25: Allison working with FAA, hopefully published in Jan 22; 12/6/21: submitted to FAA, publication expected 1/27/22	
29	Open	10/26/2020	8/23/2021		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; 1/25/21: order delayed, should be here by next mtg; 2/22: order in progress; 3/22: ordered, not yet rec'd; 4/26: not ordered yet; 8/23: pyros/screamers in possession, airport mx tech to be hired 9/2; 9/27: Allison to train David Gately; 10/25: pyros/screamers in truck, David to be trained by 11/30; 12/6/21: David to be trained by 1/24/22	
30	Closed	1/25/2021	8/23/2021	10/25/2021	Public (Corey Smith)	DPWT (Swint), AAB (Hill/Zaorski) to assist w/ SOP	Hunting on airport by county-vetted volunteers seems to violate Airport Rules on hunting/firearms.	1/25/21: Allison to ask for County Attorney's interpretation. A change to the Rules ordinance requires CSMC approval. 2/22: County Attorney says vetted volunteer hunters are acting in official capacity, no change needed to Airport Rules	2/22/21: Update SOP to clarify, and also specify how people can volunteer; 3/22: SOP update in work; county wildlife plan says can't hunt geese until 4/1, deer hunting over until 9/1; 4/26: awaiting SOP update until gate fob policy is ready (see AI 31); 9/27: no volunteer hunters, SOP update in work; 10/25: no need for reference in SOP
31	Closed	3/22/2021	8/23/2021	12/6/2021	DPWT (Swint)	DPWT (Swint), AAB	Review draft gate fob policy to be added to SOP	4/8/21: sent Allison's draft fob policy to AAB; 4/26: Allison to send updated version; 8/23: no progress but still intend to add policy to SOP; 9/27: Allison to send red-lined SOP to AAB by mid-Oct; 10/25: new issues brought up which weren't available for review in advance by the AAB, Allison to send revised SOP draft for vote at the 12/6 meeting; 12/6/21: AAB voted to approve proposed SOP update. Allison to publish updated SOP.	
34	Open	6/28/2021	12/6/2021		AAB (Alexander)	Pax Air Ops, AAB	Update LOA on use of R-4007 to clarify procedures and update graphic	6/28/21: mtg w/ Pax, LCDR Palmer agreeable to update; 9/27: update in work per LCDR Palmer, will coord with AAB prior to signatures; 10/25: routing on base for admin, then sent to Allison for review by AAB per LCDR Palmer; 12/6/21: no chg	