

Airport Advisory Committee Meeting

Captain Walter Francis Duke Regional Airport
January 27, 2003

Approved Minutes

CALL TO ORDER

Korey Smith, Chairman, called the meeting to order at 6:30 p.m. Members present were: Joseph Mitchell, Stan Sweikar, Bill McNamara, Ned Clarke, and Mike Breen. Pat Murphy was unavailable.

Staff members present were: John Savich, Director, DECD; and Karen Everett, Manager, Business Development, DECD.

MINUTES

Several corrections to the minutes of November 25, 2002 were noted: Under President's Report, BMX "Update," under Rules and Minimum Standards, "Chairman" instead of President, under MD Airport Managers' Assn. Meeting, subpara 2, line 5, delete the word, "commercial," under Airfield Lighting Update, para 2, "Directory" vice Directorate, and under Public Comment, REILS (Runway and Identifier Lights) vice Reels. A motion was made by Joseph Mitchell to approve the minutes of November 25, 2002 meeting as corrected. Motion passed. (Note: the December 2002 meeting was cancelled).

CHAIRMAN'S REPORT

Appointment of Mike Breen to Committee – Chairman Smith introduced Mike Breen as the newest member of the Airport Advisory Committee and thanked Mr. Mitchell for accepting a reappointment to the Committee.

BMX course update – The Chair reviewed the Jan. 6, 2003 correspondence from Mr. Erichsen to MAA requesting technical clarification on the safety/security considerations of a BMX course located on the county-owned parcel adjacent to the airport. The committee referenced its Sept. 30, 2002 correspondence to the BOCC outlining its objection and concern to this proposal.

Rules and Minimum Standards – The Chair strongly encouraged the members to review the Rules and Minimum Standards that will be discussed at a future meeting.

MAA Jan. 15, 2003 Meeting – The Chair attended the meeting and shared that the county's needed Environmental Assessment is approved and funded, but will be delayed due to staff transition at the FAA level. Group told to most likely expect continued state subsidies of air shuttle services to be discontinued. (St. Mary's County does not participate in this subsidy program.) The Chair noted that Pan Am's service from Hagerstown to New Jersey is doing well without a subsidy. Hagerstown airport expected to increase to 11,000 feet with new apron space dedicated to use by Camp David. MAA advised all regional airports to expect new required signage advising of a number to use to report suspicious activity. There may be a national and a local number. The docket for public comments remains open for the status of the DC3 airports under the TFR. The

threat level remains high, but authorities are willing to listen to feedback. The TSA is still evaluating security requirements needed at general aviation airports. Airports are urged not to acquire costly security upgrades yet, but to wait for final TSA recommendations. Airports are urged to consider heightened security awareness efforts, e.g., locating an old police cruiser on property and relocating it occasionally. Mr. Mundie, head of MAA, offered to host security awareness sessions in communities. Chair advised Mr. Mundie that St. Mary's County would like such a workshop. It would entail working with local fire and rescue entities. Coordinating such an event could be assigned to the new airport manager.

Pre-heater update – Chair advised that the county planned to install a new 110V outlet to alleviate access problems to the heater during off-hours. Members expressed concern about need for storing the heater in the county-owned hangar. The new outlet will be available for all members of the co-op (about 15-20 members) and will allow the pre-heater's battery to stay charged. If it remains in the hangar, it will still only be accessible during working hours. Staff was encouraged to poll the members of the co-op to determine if access to the pre-heater is a problem and if it could be stored in a secure storage unit out of the hangar.

Revenue Update – From July 1, 2002 to Dec. 31, 2002, the Airport generated \$111,912 in revenues that goes into the county's general fund to pay for past debt service.

Draft Annual report – Chair asked the members to review the attached draft annual report prior to the Feb. 24 meeting. Members will be asked to endorse the annual report then.

Walk-through of grounds – Bill McNamara, Chair of the Safety and Risk Management Committee, and Ned Clarke, Vice Chair, agreed to schedule a walk-through inspection of airport grounds. Mr. Clarke is replacing Mr. Bishop in this role.

February Meeting – The next meeting of the Airport Advisory Committee will be Monday, Feb. 24 at 6:00 p.m. at the Airport.

STAFF REPORTS

John Savich introduced two draft letters for the committee's consideration. The first requested time on the Board of County Commissioners agenda for an annual brief and a tour of the airport. This visit would follow the adoption of the Annual Report. The second letter concerned the vacant airport manager position and encouraged the BOCC to authorize an exception to the hiring pause to proceed with the candidate chosen by the interview committee.

Draft Tie-Down Lease Agreement

After a lengthy discussion, committee appointed Joe Mitchell to review other sample lease agreements, take into consideration points made during discussion, and work with staff to present a new draft at the February meeting for review. Committee agreed that the agreement should be fair to both owners and the county. It was noted that a follow-on lease agreement will need to be drafted for the tenants in the Main County Hangar. The draft Lease was distributed at the November meeting. One of the security items that may be important to include in the lease for insurance purposes is requiring a copy of the pilot's license and driver's license.

Airframe Hangars, Inc. development proposal – The committee reviewed the memo from Mr. Erichsen outlining comments to this proposal and concurred with the release of this letter to Mr. Ritterson.

Smart Ride, Inc. – The committee was notified that the draft lease has been forwarded to the business and is being reviewed.

Helicopter Service – The committee reviewed the informational letter sent to Mr. Walker from Mr. Erichsen on Jan. 15. Mr. Walker was invited to address a future airport advisory committee meeting concerning his plans to utilize the St. Mary's County airport as a heli-stop.

Master Plan – The committee was advised that the Master Plan has been signed and approved by the MAA (Nov. 18, 2002) and the FAA (Nov. 19, 2002).

Terrorism Risk Insurance – The committee was advised that the county had purchased terrorism insurance on the airport. Members questioned the necessity of this added insurance. Members advised that the declared value of \$1.1 million seemed low. Staff stated that the concerns would be relayed to the county.

Aviation Reference Library – The committee was advised that the draft operating budget includes \$400/year for aviation reference library updates CDs.

FBO AND LEASEHOLDERS REPORTS

Pilot/Break/Briefing Room - The proposal with 24 hour access to weather info report was tabled due to Steve Bildman's absence.

New Hangar Space – Pat Weaver reported that one of the two concrete pads has been poured; both buildings will arrive March 1; and he expects to receive occupancy permits by May 1.

Pre-heater use – Pre-heater service can be provided by Steve Bildman during regular business hours.

NEW BUSINESS

Neighborhood Watch Program – This discussion was tabled until the Feb. meeting; Sheriff Zylak may be asked to attend meeting to discuss Jan. 9 request.

EPA Fuel Sampling fines @ \$25K and use of recovery cans – Tabled.

Airport Vehicle Ordinance Provisions – May be added to Rules and Min. Stds; discussion tabled.

Martin's Airport Shuttle Service, Inc. – Letter from business distributed to members; discussion tabled. Business may request to use the airport as a transportation depot for shuttle service to BWI.

IFR Traffic Repeater/Transceiver Report – Ned Clarke reported that this device can be purchased for \$8000/unit and installed for \$500. MAA may assist with funding. It would utilize a dedicated phone line. Primary intent would be to connect with Pax Approach. Could county fund if MAA could subsidize half? He noted the problems with IFR departures and arrivals at Patuxent River and the inability to talk on the ground by VHF radio. Mr. Clark requested information from a company, "Groundlink." The company produces a communications system that installs a box with a VHF antenna on a building that allows you to dial up with the facility, in this case, Patuxent River, and communicate with them through your radio.

Elections – Committee moved to re-appoint Korey Smith as Chairman and Bill McNamara as Vice-Chairman. Joe Mitchell asked the minutes to record the committee's appreciation of Korey's and Bill's leadership and service.

UNFINISHED BUSINESS

Most of the unfinished business items were tabled due to the hour. A handout describing the operating procedures for pilot controlled lighting was distributed and the committee asked that these procedures be added to the airport website. A copy of the procedures was mailed to Mr. Erichsen on Jan. 29. The committee also approved posting the approved minutes to the airport website.

PUBLIC COMMENTS

Bill Scarafia, Executive Director, St. Mary's County Chamber of Commerce, introduced himself and discussed the role of the Government Affairs Committee. Ned Clarke is also on this committee. The committee recently met with Tim Smith, Executive Director, NAS, Patuxent River. Mr. Smith commented that he thought the Navy would not want commercial use on their runways and would not endorse commuter air service for its employees.

Tom Hesbach commented that he would like to volunteer to liaison with the county's paramedics in preparing for a drill and or a security awareness workshop. He cited that the Users group is underutilized as a group and as a website. He asked that the county consider adding a Users group webpage to the existing airport website in the future.

ADJOURNMENT

The meeting adjourned at 9:05 p.m. The next meeting will be held at 6:00 p.m., Monday, February 24, 2003 at the Airport Terminal.

Respectfully submitted,

Approved,

Alberta Bowling
Recording Secretary

Korey Smith
Chairman

