

Airport Advisory Committee Meeting  
St. Mary's County Regional Airport  
October 22, 2007

**Approved Minutes**

**I. CALL TO ORDER**

Mr. Bill McNamara, Chairman, called the meeting to order at 6:00 PM. Other members present were: Korey Smith, Joe Mitchell, and Rich Richardson. Recognizing that a quorum was present, Mr. McNamara noted that official business could be conducted. Others in attendance are reflected on the Sign-In Sheet.

**II. MINUTES**

The Committee reviewed the draft September 24, 2007 minutes. Korey Smith moved to accept the minutes as drafted. Joe Mitchell seconded the motion which passed by a vote of 4-0. The approved minutes for July 2007 have been posted to the County website.

**III. CHAIRMAN'S REPORT**

Mr. McNamara noted that his term as Airport Advisory Committee member is due to expire on December 31, 2007, along with the term of Mr. Korey Smith. The County ordinance governing citizen advisory boards limits membership to two consecutive three-year terms. Based upon the achievements of calendar year 2007 and the significant corporate knowledge of these two members, the committee decided to submit a petition to the Board of County Commissioners to request that the ordinance be waived in this case so that Mr. McNamara and Mr. Smith could continue for another year. In the interim, the Public Information Office supplied the names of applicants for the committee to consider for new members. Mr. McNamara noted that, despite his expiring term, he would attend the County Advisory Committee Training scheduled for November 3, 2007.

Mr. McNamara presented to the committee the results of the Fall 2007 Airfield Inspection held on October 20, 2007, which can be summarized as follows:

- Perimeter fence along Airport Drive needs to have vines and shrubs removed. The Highways Division mowed and sprayed, but follow up is needed during winter.
- R/W 29 Visual Approach Slope Indicator (VASI) appears to be in working order.
- R/W 11 Precision Approach Path Indicator (PAPI) lights out of service, on order.
- Airport terminal ramp and tie downs in good shape.
- Gate 1 is working good, however park-n-ride vehicles must not block.
- Terminal and ramp in good order.
- Grass intrusion on taxiways is relatively minor and under control with weed killer and crack sealant.
- Main ramp fueling area in good working order.
- Runway letters recently repainted.
- T-hangar area clear of loose material.
- Perimeter fence back in place in proximity of new building. Area seeded and stabilized.
- Wetlands need to be mitigated to continue expansion of T-hangar area.
- Storage between hangar buildings being kept to minimum (temporary staging of extra construction materials).
- Soil erosion on approach to Wind-T and Segmented Circle needs repair.
- Airfield generally in good shape.

#### **IV. PUBLIC COMMENT**

Mr. McNamara opened the floor for discussion and comment. Ken Studt mentioned to the committee that the Nottingham VOR is being decommissioned. The Department of Public Works and Transportation has submitted an inquiry to the FAA at Andrews AFB. Also, Joe McCarthy stated that Certified Flight Instructors (CFI's) need a security briefing from the local airport to keep their certificates current. The Department of Public Works and Transportation can work in conjunction with the FBO to create a standardized briefing based upon the Airport Security Plan. Mr. McCarthy also noted that the Civil Air Patrol (CAP) is interested in increasing its presence at the St. Mary's County Regional Airport under their Mission Basing initiative. The County is aware and is currently negotiating a change to the lease to reflect this development.

#### **V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT**

Mr. Gary Whipple represented the Department of Public Works and Transportation. He stated that the Department submitted additional information to the Maryland Department of the Environment, Non-Tidal Wetlands Division, for the Phase I wetlands permit on October 1, 2007. MDE had requested additional information concerning the proposed grading and drainage of the wetlands area west of Lawrence Hayden Road. MDE indicated that senior staff would be meeting on October 25, 2007 to finalize the permit.

In anticipation of the permit, the County received two proposals for the wetlands mitigation work on August 31, 2007. Both offerors were determined to be qualified, and the County is requesting that the FAA use FY08 funding to cover the difference between the current grant amount and the low bid. The County approved the Maryland Aviation Administration (MAA) grant agreement for the state portion of the project on October 9, 2007. The County is also preparing to reserve their 2.5% local share of the necessary additional money.

Mr. Whipple reported that no bids were received on September 27, 2007 for the transient signage package. The County decided to subdivide the procurement and will request separate proposals for the signs and the sign foundations and installation.

Mr. Whipple noted that the FAA issued a VIP Temporary Flight Restriction (TFR) for the National Capital Region for the prior weekend (Oct 20 -21). The TFR was informational only for the St. Mary's County Regional Airport.

Mr. Whipple also passed along the FAA notification concerning an LPV (localizer performance with vertical guidance) instrument approach procedure, which makes use of a satellite and GPS-based navigation service. The new procedure will increase safety and access into the airport for those pilots who have the correct flight management system (FMS) in their aircraft.

Mr. Whipple provided information to the committee about the FAA regulations governing unmanned rockets due to a recent citizen inquiry. The FAA regulations stipulate notification requirements and operational limitations for model rocket users. These regulations will be incorporated into the revised rules and minimum standards.

Finally, Mr. Whipple reported on the development review cycle for October 2007, noting that one proposed development was within the Airport Environs (A/E) zoning overlay. The proposed development does not have an impact on the airport or its planned development.

## **VI. FBO AND LEASEHOLDER REPORTS**

Mr. Steve Bildman reported that the new building is finished, the fence is restored, and a sublease has been signed for the occupant. Seal coating operations continue, maintaining a 12 to 24 hour cure time per manufacturer's recommendations. A NOTAM was filed for the Precision Approach Path Indicator (PAPI) lights for R/W 11, with parts due the week of October 29<sup>th</sup>. Mr. Bildman recommends that the County contact MAA to re-stripe the runway. Mr. Bildman also mentioned that the harrier stationed at the airport is ready to begin operations, restricted to rolling take offs until such a time that a suitable concrete pad can be constructed.

## **VII. NEW/OLD BUSINESS**

The next meeting is scheduled for Monday, December 17, 2007 beginning at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

The committee will review the membership applications provided by the Public Information Office after the adjournment of the October meeting.

A new business item is the establishment of a subcommittee to oversee revisions to the Airport Emergency Plan based upon assessments of the September 2007 exercise. This subcommittee will be formed in January 2008.

## **VIII. ADJOURNMENT**

Having heard no additional comments, Mr. Mitchell moved to adjourn the meeting. Korey Smith seconded the motion, which passed by a vote of 4-0. The meeting was adjourned at approximately 7:15 PM.

Respectfully submitted,

Approved,

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Gary B. Whipple, P.E.  
Recording Secretary

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Bill McNamara,  
Chairman