

Airport Advisory Committee Meeting
Captain Walter Francis Duke Regional Airport
October 24, 2005

Approved Minutes

I. CALL TO ORDER

Mr. Corey Smith, Vice Chairman called the meeting to order at 6:00 pm. Other members present were: Erin Lesko, John Stober Jr., Joe Mitchell, Stan Sweikar and Bill McNamara. Recognizing that there was a quorum, Mr. Smith noted that the official business could be conducted.

Reminder: According to the Committee Bylaws, "during a period when any unfilled vacancy or vacancies exist on the Committee, the required quorum shall be reduced to one-half of the remaining members rounded to the next highest number."

Others in attendance are reflected on the Sign-In Sheet.

II. MINUTES

Following review of the draft August minutes, Corey Smith motioned "to approve the minutes with amendments as noted". The motion was seconded by Mr. McNamara and passed with a vote of 6-0. All approved minutes are posted on the website as they are approved by the Committee. Mr. Erichsen advised that the draft minutes for both the September and October meetings would be presented at the November meeting.

III. VICE CHAIRMAN'S REPORT

Mr. Smith noted that the airport revenues between the periods of July 1, 2004 and October 1, 2005 were in the process of being reconciled as a result of the new lease addendum with Airtec, Inc. which is now assisting in some basic daily airport related management functions.

It was recognized that there was no quorum at the September 26, 2005 Committee meeting. Mr. Erichsen advised that although formal business could not be conducted during that particular meeting, that minutes should still be provided and approved at the next meeting for posting on the County website.

Mr. Smith recognized Mr. Erichsen at this time who voiced his appreciation of the Committee members and the time they have put into the Committee's efforts. Based on the last Annual Report submitted to the Commissioner's significant positive steps have been take to improve the communication and operation of the County Airport. Mr. Erichsen stated that with new standardized leases, new facilities, new terminal tenants, new grants, newly replaced and upgraded navigational aids, an environmental assessment near completion, recently requested formal name change of the airport, and several other significant activities, that the Committee has a lot to be proud of. Mr. Erichsen also expressed his sincere thanks for the Committee's and tenant's patience during the past year as it has been very frustrating at times. Mr. Mitchell suggested that without a formal full time Airport Manager, and without the assistance provided by Mr. Erichsen, that most of the items cited in the Annual Report could not have been accomplished. Mr. Erichsen has been one of the few advocates in County Government that provides a consistent support role for the Airport.

IV. PUBLIC COMMENT

Mr. Al Whitmore submitted and read a correspondence he had submitted to the County Commissioners regarding management related issues at the airport. One item of was that he felt that the Airport Manager should have an office and be physically present at the Airport during normal airport hours, to include weekends. Committee member Mr. Joe Mitchell described the process and history of the Airport Manager position, several interview processes, the lack of funding support, and the current lease arrangement with Airtec, Inc. It was also pointed out that the recent lease addendum was intended to help provide a presence at the airport, especially with basic airfield issues. A second item of discussion raised by Mr. Whitmore was relate to the collection of fees and the perception that Airtec, Inc was managing the County funds. Mr. Erichsen advised that all collected fees are placed in an operating revenues account established by the County's Finance Department. Those revenues are utilized to offset airport related costs which could be operational or capital past debt costs.

A third item was associated with the proximity card reader system, the distribution of cards, and the activation date. After considerable discussion, it was agreed that Mr. Erichsen would begin card distribution on Monday October 31, 2005. It was further agreed that the activation date of the gates and cards would be December 1, 2005. In addition, a thirty (30) day administrative grace period, following the expiration date of individual insurance policies, would be provided by the Department of Public Works & Transportation to ensure tenants sufficient time to supply a replacement insurance binder. Mr. Erichsen suggested that this was a good idea as the proximity cards are currently set up to be deactivated upon the insurance expiration date. Mr. Erichsen stated, if we can get the Ramp A customers information current, we would like to get that ramp activated prior to December 1, 2005.

Mr. Hanson also requested that the Committee and Airport Manager establish a final activation date as well as a date to begin distribution of the proximity cards.

Mr. Studt asked for clarification on what the County intends to do with the required deposits on tie down spaces. He suggests that it be stricken from the lease as there is no damage that can be caused to a piece of asphalt. Mr. Erichsen noted that neither the Committee nor himself disagrees. However, the recorded standardized lease as approved by the County Commissioners has the security deposit provision and needs to be adhered to until such time that it is removed form the approved lease.

V. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS

Mr. Erichsen advised that all the recommended website changes provided by the Committee were now fully activated on the County website.

A copy of the final Airport Advisory Committee Annual Report as submitted to the Board of County Commissioners was distributed. Mr. Erichsen noted that all the minor editorial comments as provided by the Committee had been incorporated. Mr. Erichsen also noted that allot has been accomplished with a part-time Committee no full-time Airport Manager.

Mr. Erichsen provided the Committee with a September 25, 2005 correspondence to the Fixed Based Operator Airtec, Inc. In particular, the correspondence was directed to Mr. Bildman and referenced FAA Advisory Circular AC 150/5200-30A regarding NOTAM requirements during winter operations and his responsibilities under the current operating lease arrangement.

Delta Airport Consultants have advised the Department of Public Works & Transportation as to what needs to be completed in order to post the glider symbol, GCO frequency, AWOS information etc. on the Facilities Directory and Sectional Charts. Mr. Erichsen advised that this particular Committee request would be accomplished prior to the next regularly scheduled meeting.

Mr. Erichsen advised that on October 19, 2005 he had submitted a second Addendum to the prior Maryland Aviation Administration grant in the amount of \$95,000. The purpose of the grant addendum is to address the extensive runway crack sealing, die-down designation marking, and non-Federal Aviation Administration airfield signage. The crack-sealing alone is approximately \$74,000 and needs to be performed prior to the onset of winter inclement weather.

Mr. Erichsen reported that on October 4, 2005, the Board of County Commissioners revisited the Committees and staff recommendations to rename the Airport and to rededicate the terminal building. The draft dedication plaque for the Captain Walter F. Duke Terminal Building was provided to the Committee and they concurred with the proposed language. Mr. Erichsen advised that he suggested that the Commissioner's consider a dedication around June 6, 2005 which would mark the 61st anniversary of Captain Duke's missing in action status.

According to Mr. Erichsen, the USDA Department of Natural Resources has rescheduled their site visit to perform a wildlife assessment, in particular to address the Committee's geese population mitigation concerns. The site visit has been rescheduled for October 28, 2005.

Mr. Erichsen acknowledged receipt of the Committees annual airfield inspection written report on October 18, 2005 and agreed to review same in order to provide any recommendations for action.

Mr. Erichsen briefly discussed the AWOS transmission issues recently being experienced. In fact, Jacque LaValle, a frequent meeting attendee and the Committee Chairman have also forwarded e-mails to the Department of Public Works & Transportation regarding same. At present, Mr. Erichsen advised that both the Maryland Aviation Administration's maintenance consultant and the County's Building Services Division is in the process of addressing this matter.

For informational purposes, Mr. Erichsen distributed a correspondence from SAIC's Arlington Virginia Electronics System Division office. In short, between November 13-18, 2005 SAIC plans to work with Apollo Aviation to test an airborne RF communication data-link around the Lexington Park and the Chesapeake Bay. The testing will require use of one of Apollo Aviation's King Air Air C-90 which will be landing and taking off from the County Airport.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman advised that the NOTAMs for the runway crack sealing were tentatively scheduled for October 31, 2005. The runway will be closed from 9 AM to noon and 1PM to 4PM. Depending on the weather, alternative dates of November 1st and 2nd have been selected. NOTAM notices will also be posted at the Piedmont Flight School.

Mr. Weaver reported that the concrete pads for three (3) additional hangar units and the respective grading and seeding had been completed. The building is scheduled to arrive in December. In addition, ramp and pavement crack sealing between the existing hangars is expected to occur next Spring.

VII. NEW/OLD BUSINESS

After discussion of the main agenda items, Mr. Smith noted the following:
The original Letter Of Authorization with Pax River regarding airspace has been updated by Mr. Clarke and includes modified altitudes on turbine aircraft, but is awaiting further review by Pax River NAS personnel. The amended document will need to be signed by the Board of County Commissioners as the Committee has no signatory authority at this time.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. Mitchell recommended the meeting be adjourned and the motion was seconded by Mr. McNamara and passed with a vote of 6-0. The meeting ended at approximately 7:37 p.m. The next meeting will be held on November 28, 2005 at 6:00 p.m., at the County Airport in the Terminal Building Conference Room. The meetings are normally held on the 4th Monday of the month.

Respectfully submitted,

Approved,

George A. Erichsen, P.E.
Recording Secretary

Korey Smith
Vice Chairman