

**Airport Advisory Committee Meeting**  
Captain Walter Francis Duke Regional Airport  
October 25, 2004

**Approved Minutes**

**I. CALL TO ORDER**

Ned Clarke, Chairman, called the meeting to order at 6:03 p.m. Other members present were: Joe Mitchell, Bill McNamara, and Stan Sweikar. Recognizing that there was a quorum, Mr. Clarke 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 minutes, with minor typographical errors noted, Joe Mitchell motioned "to approve the September minutes as presented". The motion was seconded by Mr. McNamara and passed with a vote of 4-0. Mr. Erichsen pointed out that all approved minutes are posted on the website as they are approved by the Committee.

**III. CHAIRMAN'S REPORT**

Mr. Clarke requested that Mr. Joe Mitchell present his comments on the draft Economic Impact Study as he had another appointment later that evening. Mr. Mitchell advised that he had read the comments from the County's Department of Economic & Community Development date October 19, 2004. In addition, the following represents a cursory overview of Mr. Mitchell's comments and Committee concurrence:

- Add an Executive Summary and identify the target audience as the Board of County Commissioners;
- Enhance the report by personalizing same with quotes from tenants and / or users;
- Include potential economic impact for future years, effect of lengthening the runway to 5000' (ie. Westminster), additional tie-down revenue, and other master planned development with respect to larger planes and fuel sales etc;
- Suggest consultant identify any needs or business opportunities that might address operation shortfalls or enhancements to the facility. IT was suggested that maybe a café, avionics or maintenance shop could be cited;

◦There should be some discussion regarding the prior North Parcel Feasibility Study. It was agreed that any possible sale or development of the property should take into account that the County land immediately adjacent to the airport should be retained for possible future aeronautical uses;

◦The County's recreational component should be better discussed to include the seasonal influx of visitors as a result of Budds Creek events, vacationing and fishing.

Mr. Erichsen suggested that the Calvert County Commissioner and Southern Maryland Navy Alliance support documentation be referenced as well;

◦Likewise, a cursory listing of points of interest should be included;

◦The airport's competitive position, after 911, with respect to AIDIZ and the effects to other public airports needs to be duly noted;

In the draft text discussion of public and private airports, Piney Point, Chesapeake Ranch / Hyde Field are private and not publicly accessible.

Mr. Erichsen advised that he would draft a letter to the consultant with the evening's discussion items included as well as DECD input received to date. The letter would be presented to the Committee at the November meeting. On behalf of the Committee, Mr. Clarke thanked Mr. Mitchell for his input.

Mr. Clarke noted that the airport revenues between the periods of July 1, 2004 and September 30, 2004 were \$15,466.

Mr. Clarke advised that the Ground Communications Outlet was working fine. The default time is one (1) minute and pilots need to key their microphones or the system will shut down. In addition, the company responsible for the installation, AIRINC, has submitted the respective Operational Manuals for the system.

With respect to the MAA initiated AWOS system, Mr. Clarke advised that the faulty transmitter had been replaced, the 500' perimeter clearing was completed, and that the Federal Aviation Administration would be performing the final inspection and certification in the near future.

Mr. Clarke advised that the TAF / METAR computer was inoperable and that the recent software upgrade warranted a new computer monitor. The County has placed this as a priority and is coordinating with the IT Department to ensure the operability is restored.

Mr. Clarke distributed the FAA Capstone project information and advised that the Captain Walter F. Duke Airport was selected as a possible program participant. In short, it is a data link network that provides weather directly to the cockpit, assists with GPS approaches, links with aircraft traffic and radar, etc. The transmitter / receiver should arrive at the airport in approximately two months and would be placed in the County Blue hangar. There is an \$8,000 piece of equipment per plane that private plane owners would have to invest in to make use of the system.

Mr. Clarke would also like the Committee to consider performing another lease comparison to other comparable airports for discussion with the Board of County Commissioners during the next Annual Report presentation.

The feasibility of providing a compass rose on the airfield was discussed and the Committee remains open to suggestions regarding a suitable location that has ample parking and circulation

space. Mr. Weaver advised that he might be in a position to submit a proposal that would include the run-up area discussed at a prior meeting.

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

Mr. Pat Weaver advised that he had completed the filling in of the pothole at the end of the taxiway near the T-Hangars and adjacent to the existing fire hydrant cited at the last meeting.

Mr. Terry Adair inquired as to the process that glider symbol, AWOS, and GCO information could be included in the FAA Airport Directory or "Green Book." Mr. Clarke advised that he had received information from Mr. Erichsen that the consultant provided and that he would be following up on same. In short, it is approximately a six (6) month chart cycle. Likewise, Mr. Ken Studt discussed the need to address the 1,000' MSL pattern for turbo prop versus the 1,500' MSL requirement for turbine engine planes.

Mr. Bob Hanson inquired as to the status of the proximity card reader system. Mr. Erichsen advised that depending on the receipt of the remaining information from tenants, that key cards could be issued within the next month. Key cards will be issued in "blocks" by ramp area (ie. A, B, C, D and that all leaseholders would be receiving a personal call from DPW&T as a part of this process, but that he is attempted to get at least 75% of the information prior to implementing. Cards can also be distributed but not activated.

Mr. Bob Hansen asked what the procedures are when a transient parks in a tenants assigned tie-down spot. Mr. Clarke recommended that tenants park their personal vehicle in their assigned spot. In addition, the County was evaluating the use of signage and pavement marking designations that tie into the new leases. At present, all transient and leased tie-down locations are full.

#### **V. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS**

Mr. Erichsen, advised that the REIL system repair budget amendment was submitted to the Board of County Commissioners on August 20, 2004 and discussed at their September 21, 2004 budget work-session.

Mr. Erichsen advised that the Expression of Interest approved by the Committee was circulated and that the County received three proposals on August 16, 2004. One of the proposals included AutoPilot Magazine which had presented to the Committee in accordance with the Development Review Procedures. Mr. Erichsen advised that since no other proposal was in conflict with same that the County would complete the negotiation process since the Committee was already aware of the draft lease provisions provided by the requestor. Mr. Erichsen also indicate that the Chamber of Commerce may be interested in occupying a portion of the airport terminal, but that the discussions were only exploratory at this time.

With respect to snow removal, the County will maintain it's current practices as in all prior years. The windrows created by the Department of Recreation & Parks during the ramp plowing will most likely remain a practice, but the DPW&T will meet with them to ensure the windrows can be minimized wherever practicable. The FAA Airport Circular No. 150/5200-30A was circulated as it specifically addresses Airport Winter Safety and Operations.

Mr. Erichsen advised that all remaining items on his report for the evening had been discussed during other portions of the meeting.

**VI. FBO AND LEASEHOLDER REPORTS**

Mr. Pat Weaver presented the status of the hangar construction. In short, four buildings are completed and paving is anticipated in the immediate future. The waterline has been completed and a temporary Use and Occupancy Permit was received by the County. Mr. Weaver has also purchased a small piece of snow removal equipment for use around that T-hangar areas. The SMECO easement for electric service will be presented to the Board of County Commissioners on October 26, 2004. The relocation of the existing swipe card gate is being coordinated with the Department of Public Works & Transportation's Building Services Division.

Mr. Dayton inquired as to who owned the DTN system and believed that the cost of \$130 per month could be avoided if we were to go to high speed cable. Mr. Erichsen advised that the County IT Department has an \$8,000 operating budget requirement to bring the cable to the County Blue Hangar that should be funded in FY 06.

**VII. NEW/OLD BUSINESS**

After discussion of the main agenda items no additional comments were noted.

**VIII. ADJOURNMENT**

Having heard no additional comments, Mr. Clarke recommended the meeting be adjourned. Mr. Erichsen advised that with Mr. Mitchell having recently left the meeting, that there no longer was a quorum and that a motion could not be made to adjourn. It was also pointed out that a motion to adjourn actually was not required and the meeting ended at approximately 8:02 p.m. The next meeting will be held on November 22, 2004 at 6:00 p.m., at the County Airport in the Terminal Building Conference Room. The meetings are normally held on the 4<sup>th</sup> Monday of the month.

Respectfully submitted,

Approved,

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George A. Erichsen  
Recording Secretary

Ned Clarke  
Chairman