

Airport Advisory Committee Meeting  
Captain Walter Francis Duke Regional Airport  
November 22, 2004

**Approved Minutes**

**I. CALL TO ORDER**

Mr. Korey Smith, Vice Chairman, called the meeting to order at 6:08 p.m. Other members present were: Joe Mitchell, Bill McNamara, and Stan Sweikar. 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 minutes, with minor typographical errors noted, Joe Mitchell motioned "to approve the October 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.

Mr. Ken Studt was recognized and inquired as to the process that would need to be followed to express his interest in becoming a member of the Committee. Mr. Erichsen advised that a data base of committee-interested persons is maintained by Mrs. Delores Lacey of the County's Public Informational Office who can be either contacted by email, phone or visited in person.

**III. VICE CHAIRMAN'S REPORT**

Mr. Smith noted that the airport revenues between the periods of July 1, 2004 and October 30, 2004 were \$20,528.

Mr. Smith advised that Mr. McNamara and himself had term expirations ending on December 31, 2004. Mr. Erichsen advised that the Public Information Office requested that members confirm their interest in continuing to serve on the Committee by December 3, 2004. Mr. Joe Mitchell made a motion that the Committee recommend to the Board of County Commissioners that both members terms be extended. Mr. Erichsen advised that since the two members were present, that two separate motions would be more appropriate. As such, Mr. Mitchell provided two motions which were seconded by Mr. Sweikar. Both motions passed with a vote of 3-0, with Mr. Smith and Mr. McNamara abstaining from the vote on their individual extensions.

**IV. PUBLIC COMMENT**

Mr. Pat Weaver advised that he could provide 6-8 additional interim tie-down spaces and Mr. Erichsen suggested he formally submit a proposal for approval. In addition, there was some discussion regarding the possibility of providing some additional tie-downs in the small triangular area of grass adjacent and to the east of the terminal building service apron.

Mr. Jacque Lavelle expressed his thanks to the Airport Manager for DTN computer fixed.

Mr. Mark Dayton expressed his thanks to the Airport Manager for responding to last months request to have the ramp areas swept by the County vacuum truck. Mr. Erichsen advised that it was completed on November 15, 2004.

Mr. Bob Hansen asked about the status of the proximity cards and Mr. Erichsen advised that they would be distributed in blocks (by ramp area), hopefully in the January 2005 time frame. Then subsequently activated on a specified date and that this would be accomplished in writing. Mr. Erichsen also added that the response to the County's requests for information from the tenants has been fairly slow.

Mr. Steve Bildman suggested that the transient aircraft be relocated back to the terminal building ramp area. Mr. Erichsen advised that the main reason they were relocated previously was at Mr. Bildman's suggestion because transients typically prefer to be tied down at or near facilities such as gas, restrooms, payphones, and food of which, three exist in the current transient tie-down location. Mr. Bildman also suggested that the County purchase some temporary tie-downs for use in grass areas and that he could offer one of his line employees to assist in the management of same up to 7 days a week. Mr. Erichsen suggested Mr. Bildman buy the tie-downs and provide the management in exchange for possible reduced compensation in his monthly lease payment via negotiations contained in a written proposal to the Airport Manager. Mr. Bildman agreed to submit a proposal in the future.

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

Mr. Erichsen, advised that three responses to the Expression of Interest approved by the Committee had been received and were evaluated. At present the Board of County Commissioners has directed staff to proceed with lease negotiations. Mr. Erichsen stated he would keep the Committee advised at the appropriate time since the negotiations are confidential at this time.

Mr. Erichsen distributed an October 29, 2004 Special Grant offer forwarded by the Maryland Aviation Administration (MAA). The letter states that the MAA has a capital budget surplus for State fiscal year 2005 and are extending an opportunity for counties to apply for individual specialized grants. All requests must be submitted by December 1, 2004 and Mr. Erichsen advised that the REIL replacement, security camera upgrades, tie-down replacement program, and ramp area maintenance paving would be requested.

Mr. Erichsen indicated that a formal weed spraying program would be initiated with the County Highways Division in the Spring of 2005 and would occur a minimum of twice a year to help preclude the encroachment of vegetation on the edges of the runway, taxiways, and paved ramp areas.

As a follow-up to last month's meeting, Mr. Erichsen presented the members with a November 8, 2004 correspondence to Delta Airport Consultants that reflected the comments generated by the Committee on the draft Economic Impact Study (EIS). The Committee had no additional comments.

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

Mr. Pat Weaver advised that the 6 foot tall temporary fencing around the new hangar buildings was in the process of being erected.

Mr. Steve Bildman reported that the center buildings was scheduled for delivery on December 13, 2004 and that an easement agreement to provide SMECO service was being processed through the Real Property Manager and Board of County Commissioners.

All other items were discussed under the Public Comment portion of the meeting.

**VII. NEW/OLD BUSINESS**

The next regularly scheduled meeting is December 27, 2004 and Mr. Mitchell motioned that, due to the holidays, that the meeting be deferred. The motion was seconded by Mr. McNamara and passed with a vote of 4-0. After discussion of the main agenda items no additional comments were noted.

**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 4-0. The meeting ended at approximately 6:50 p.m. The next meeting will be held on January 24, 2005 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, P.E.  
Recording Secretary

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Ned Clarke  
Chairman