

Airport Advisory Committee Meeting
Captain Walter Francis Duke Regional Airport
November 25,2003

Approved Minutes

I. CALL TO ORDER

Korey Smith, Chairman, called the meeting to order at 6:04 p.m. Other members present were: Bill McNamara, Stan Sweikar, John Stober, Jr., Ned Clarke, and Joseph Mitchell.

Staff members present were: George Erichsen - DPW&T Director, Airport Manager, and Recording Secretary. Others in attendance are reflected on the attached Sign-In Sheet.

II. MINUTES

A motion was made by Joseph Mitchell and seconded by Ned Clarke to approve the October 27, 2003 minutes as presented. The motion passed with a vote of 6-0.

III. CHAIRMAN'S REPORT

Quorum Clarification - 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." As such, tonight at least three (3) members must be present to constitute a quorum. There are five present this evening and therefore a quorum exists.

Appointment of New Committee Member – Mr. Smith requested that the selection / recommendation of a new committee member be deferred until the end of the meeting. There was no objection.

Revenue Update - For the period 7/1/03 – 10/31/03, the Airport generated \$22,201 in revenue.

Re-appointment of Committee Members – Mr. Smith advised that both Mr. Sweikar and Mr. Clarke's term was to expire and extended an invitation to accept a motion for reappointment. A motion was made by Joseph Mitchell and seconded by Bill McNamara to recommend that the above terms be extended. The motion passed with a vote of 6-0.

IV. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS

Airport Rules and Minimum Standards Update- Section 2 entitled Aircraft Operations was distributed to the Committee members for their information and use. Mr. Erichsen advised that he would have the documents re-typed so that they could be electronically mailed and edited. To ensure sufficient time was allotted for review of Section 1, which is to occur following the FBO and Leaseholders Reports.

Mr. Erichsen reiterated that several of the lease provisions for tenants / FBO's require that they attend the regular Committee meetings and submit or present a report regarding issues and their operational activities (ie. # of operations, # of flights chartered, # gallons pumped, etc). Mr. Erichsen indicated that this evenings turnout is a step in the right direction.

V. FBO AND LEASEHOLDER REPORTS

Pilot's Lounge – After considerable discussion, it was agreed by the Committee that Mr. Dayton, Mr. Buildman, Mr. Sweikar and any of the other interested airfield users would prepare a formal proposal for consideration by the Committee. Committee members previously agreed that the lounge should contain, furniture, seating, a TV for weather only, sectional charts posted, lamps for reading, couches, a phone for 800 number outgoing calls only, AWOS, GCO, vending machines, for coke and crackers, coffee table, signage and a standing flight planning area.

DMTU, LLC Lease Addendum Proposal- There was no objection to the request to transfer title of Allied Hangars Inc. A motion was made by Joseph Mitchell and seconded by Ned Clarke to recommend approval of the Addendum as presented. The motion passed with a vote of 6-0. The motion passed with a friendly amendment from Mr. Mitchell as follows; that the addendum be forwarded to the County's Legal Department for review and that the provisions were binding to successors and assigns.

Extension of Off-site Build-out Period- Mr. Bildman advised that Airport Development LLC wished to extend the build-out period for a period of one (1) year. Although the site plan process was begun in March of 2003, land use issues delayed until the Board of County Commissioners Airport Layout Plan amendment approval on November 14, 2003. Due to recent inclement weather, construction is not expected until Spring 2004, with an estimated completion by June 2005. A motion was made by Ned Clarke and seconded by Joseph Mitchell to recommend approval of the requested extension. The motion passed with a vote of 6-0.

Spring Fly-In- Mr. Carroll provided an overview of a proposal use the terminal facility and ramp for a possible fly-in this Spring. He advised that he would propose a method to check security, a contingency plan to move existing fixed based planes to the former Drop Zone and that he would coordinate with both Mr. Bildman and Mr. Erichsen. Mr. Erichsen advised that the County would be more than willing to assist in the public informational aspects of such a promotion. Mr. Mitchell suggested Mr. Carroll also explore possible partnering opportunities with local service providers such as the Lions Club or perhaps the Civil Air Patrol and Experimental Aircraft Association. Mr. Carroll said he would explore those opportunities. The Committee agreed to await Mr. Carroll's formal proposal.

SM Hangars Inc.- Mr. Weaver advised that he expected to request a final site inspection within the first few weeks in December. He also stated that the Occupancy Permit was received in June 2003.

Airpark Sales & Services- Mr. Bildman advised that they had initiated the process to change the corporation name to AirTec, Inc. He stated that formal correspondence would be presented to the County for purposes of the Addendum and that there would be no changes in the services provided by the business.

VI. NEW / OLD BUSINESS

Ground Communication Outlet (GCO) IFR Traffic Repeater/Transceiver – Ned Clarke advised that he continues to work with PAX NAS. The main issue has to do with the compatibility of the “box” with the military phone lines. The receiver has been returned to AirInc at the recommendation of Committee member Ned Clarke due to equipment failure. Mr. Erichsen stated that he had also been in contact with Mr. Bruce Mundie of the Maryland Aviation Administration regarding same. Mr. Rusty Lowry indicated that he may be able to provide assistance in coordinating with Pax River NAS personnel.

Airfield / Airside Signage- Stan Sweikar reiterated the need for basic directional signage to facilities and services be posted along the taxiways. This is especially important during off-hours such as during the night.

Rules & Minimum Standards Update- Mr. Erichsen redistributed a copy of Section I for discussion. The following general comments were noted:

B.4 change airport name to “St. Mary’s County Regional Airport” throughout. As the confusion associated with the current naming of the airport has been discussed for several years, it was suggested that a letter be drafted to the Board of County Commissioners suggesting the name be changed as cited above and that the terminal be rededicated as the Captain Walter F. Duke Terminal. At this time, Mr. Erichsen suggested that the issue be included as a part of their Annual Report to the Board in lieu of a formal letter from the Committee.

B.6 change Airport Commission to “Committee” throughout

B.7 change Airmen’s to “Aeronautical”

B.10 change Airport Commission to “DWP&T Director”

B.13 should read Commissioners “for” St. Mary’s County throughout

B.14 delete as is no longer applicable

B.15 delete as is no longer applicable

Mr. Erichsen suggested adding “Airport Layout / Master Plan” , Airport Advisory Committee, Real Property Manager, and “Advisory Circulars” in the definitions section

B.42 replace Commission with “Advisory Committee”

C. agreed to ensure consistency via review with current County Attorney

D. add “or FAA by NOTAM” to line 3. delete all text between “The Airport runway shall.....UNICOM.”

E. replace Airport Commission with “DPW&T Director”

F1a. replace Airport Commission with “Board of County Commissioners for St. Mary’s County.”

F1b. same as F1a. above

F2. should read “to designate and use a parachute drop zone..”

- F4. replace Airport Commission with "Airport Manager with Airport Advisory Committee recommendations .."
- F4a. add ..flight instruction "and instructional aircraft"...Replace Airport Commission with "Airport Manager and County Attorney"
- Fb. Replace Airport Commission with "Airport Manager"
- Fb3 should read "The County shall be included as additional insureds."
- Fc3 should read "The County shall be included as additional insureds."

Mr. Erichsen suggested that for planes not airworthy, that a section be included describing "ground-not-in-motions insurance requirements.

- F4d should read "to use or designate a designated parachute drop zone....shall provide the Airport Manager with...."

Discussion ended at the bottom of Page 8, prior to Section G. A motion was made by Joseph Mitchell and seconded by Ned Clarke to concur with the recommended changes as cited above. The motion passed with a vote of 6-0. It was also pointed out that Page 14 was inadvertently not copied and Mr. Erichsen agreed to provide same at the next meeting.

VI. PUBLIC COMMENTS

Rusty Lowry- Requested the Committee add glider operations to the aeronautical listing of activities in the updated Airport Rules. Mr. Smith indicated that the Committee could also recommend permitted landing areas for these operations and suggested Mr. Lowry provide further input.

Mike Derrico- Questioned whether or not the County had "regional" support for the airport from either Charles or Calvert Counties. Mr. Erichsen advised that the Board of County Commissioner President, Director of Economic & Community Development Director and himself had met with Calvert officials and recently received a letter from their Board of Commissioners in support of the Environmental Assessment Grant and future Capital Grant Funding for the expansion of the facility.

Ken Studt- Indicated that their was a site plan proposal for a new hotel on the northeast side of MD 235 and questioned whether there was any comment made by the County regarding any adverse impact to the airport. Mr. Erichsen advised that the County had seen the proposal during the development review process and had made the appropriate comments, a copy of which would be provided at the next meeting.

Steve Bildman- Stated that it does not appear that it is anyone's responsibility to answer the UNICOM. Although the Airport Rules say that this is the FBO's responsibility to provide the service, his amended lease relieves him of that responsibility. HE said that he would be glad to assume those duties as stated and would submit a proposal to perform same in the near future.

Stan Sweikar- Recognized as a Committee member. Mr. Sweiker agreed with Mr. Bildman and further stated that there is no real General Operations FBO at the airport which does not present a welcoming port of entry. Mr. Sweiker agreed to work with the existing FBO's to develop a

“working document” to provide recommendations regarding roles and responsibilities to better perform this function.

Sean Carroll- Mr. Erichsen presented Mr. Carroll with the new standard tie-down lease for his use, as approved by the Board of County Commissioners.

Selection of new Committee Member- After acknowledging all public comments, Mr. Smith advised that the final item of business would be the Committee’s review of applications and recommendation of a new committee member, which had been deferred from the Chairman’s Report earlier in the meeting. As such, an opportunity for individuals who wished to leave was offered by the Committee. It should be noted that only the Committee Members and the Airport Manager remained present. After review and discussion of the applications, a motion was made by Bill McNamara and seconded by Stan Sweiker to recommend that the Board of County Commissioners select Jacque LaVille as a member of the Airport Advisory Committee. The motion passed with a vote of 6-0.

VII. ADJOURNMENT

Having heard no additional comments, Mr. Smith recommended the meeting be adjourned. Hearing no objection, the meeting was adjourned at approximately 9:02 p.m. The next meeting will be held on January 26, 2004 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 Erichsen, Airport Manager

Korey Smith, Chairman & Recording
Secretary