

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
December 11, 2006

Approved Minutes

I. CALL TO ORDER

Mr. Bill McNamara, Chairman called the meeting to order at 6:00 PM. Other members present were: Stan Sweikar, Erin Lesko, and Joe Mitchell. Korey Smith and Ned Clarke were excused. 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 October minutes. Joe Mitchell moved and Erin Lesko seconded a motion to approve the October minutes as drafted. The motion passed with a vote of 4-0. The approved minutes for September are posted to the County website.

III. CHAIRMAN'S REPORT

Mr. McNamara began the meeting by reviewing the emergency response for the aircraft incident at the airport on October 12, 2006. A review of the incident logs from the Department of Public Safety and Hollywood Volunteer Fire Departments indicate that the first units arrived at the airport within seven minutes of the incident being called in to the Emergency Communications Center. The Airport Emergency Plan establishes an estimated initial response time of five to seven minutes for both the Hollywood and Bay District fire stations. The AEP also prescribes the general procedures for the types and numbers of units to be dispatched (VFD's, ambulance, State Police, etc). These procedures were followed. The Airport Advisory Committee is prepared to form a subcommittee to review the AEP in preparation for an emergency response exercise preliminarily scheduled for the summer of 2007.

Mr. McNamara reviewed the meeting schedule for calendar year 2007. The consensus of the Airport Advisory Committee was to continue with the same schedule set for 2006. The regularly scheduled meetings will be held on the fourth Monday of each month, with the month of August off as a summer recess, and the November and December meetings combined on the first Monday of December. The committee also discussed combining the May and June meetings to the first Monday of June to address the Memorial Day holiday in May. The decision on May and June will be addressed at a later date as the committee evaluates the year's progress.

Mr. McNamara shared a letter that he submitted, as Chairman, to the St. Mary's County Historical Society in recognition of their loan of the display case for the terminal re-dedication ceremony last June. The Department of Public Works & Transportation (DPW&T) will coordinate the return of the loaned case with the Historical Society.

Mr. McNamara reviewed the status of term expirations in preparation for calendar year 2007. Erin Lesko and Ned Clarke agreed to extend their terms for another three years through 2009. Stan Sweikar elected to allow his term to expire. Joe Mitchell expressed the appreciation of the committee for Mr. Sweikar's dedication and service over the past term, including his service as Vice Chairman during 2006. The DPW&T will communicate the vacancy to the Board of County Commissioners for their consideration of a replacement.

IV. PUBLIC COMMENT

The public inquired as to the feasibility of including a firehouse in the Airport Capital Improvement Program. This option had been reviewed in the past, and it had been determined that the proximity of Bay District and Hollywood VFD's in conjunction with the size of the airport did not make it feasible to pursue this option. Additionally, it was noted that the Maryland State Police objects to sharing its hangar, the only facility currently available for shared use.

Further discussion about the emergency response procedures included the option of obtaining larger bottles for portable fire extinguishers and obtaining a specialized vehicle to be stationed at the airport, preferably with off-road capability. The subcommittee for emergency response planning will review these options as part of the emergency response exercise planning to be conducted this spring.

The public also noted that the strobe light shields need adjustment. The lead-in lines for the taxiway at the end of R/W 11 need to be addressed as well.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department. Mr. Whipple provided the committee with a copy of the FAA's notice of an aeronautical study for a proposed antenna tower extension along Route 4 near Indian Bridge Road. The proposed antenna extension is in support of Coast Guard rescue operations, and will extend the height of the existing tower structure by 85 feet. The tower is approximately 2.04 miles south of the airport. The height increase will cause the modified structure to exceed obstruction standards defined in Title 14, Code of Federal Regulations (CFR), Part 77; specifically a height of 342 feet above mean sea level (AMSL) within 2.04 miles of 2W6 and a height that penetrates the Conical Surface by 68 feet. The County's Zoning Ordinance, Chapter 43, requires such an aeronautical study, and the DPW&T will provide the County's objections to this new obstruction standard violation to the FAA per the procedures outlined in the notice.

Gary Whipple provided the Introduction to the Phase I Wetlands Mitigation Plan as submitted to the Maryland Department of the Environment, dated November 21, 2006. The proposed airport expansion actions result in the loss of five non-tidal wetland areas. The Mitigation Plan identifies the Metropolitan Commission's St. Clements Shores Treatment Plant as the preferred site for providing wetlands mitigation for the airport expansion. METCOM has expressed concurrence with this recommendation since the site has been already used for wetlands mitigation. The Wicomico Shores Treatment Plant is identified as an alternate site. The Department will work with METCOM and the County Attorney to identify the conservation easement documents necessary to secure these sites and obtain MDE permit approval.

Gary Whipple noted that the connection of the Automated Weather Observation System (AWOS) to the FAA's nation-wide automated reporting system is complete and under observation. The connectivity was established on November 8, 2006. The data can be viewed at www.adds.aviationweather.noaa.gov/metars by typing in K2W6 at the input field.

Gary Whipple provided a December 7, 2006 update to the Airport Improvement budget for County funded projects (PF-0509), indicating funding for signage, taxiway and apron area rehabilitation, an upgraded rotating beacon, and obstruction removals not expected to be eligible for FAA grant funding.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman reported that the PAPI/VASI light was out for the approach to R/W 29. Also, tie-down ropes for ten transient spots were upgraded. Paint striping in the T-hangar area continues weather permitting. Mr. Bildman indicated that the Master Lease/Operating Agreement is expected to be endorsed by the County Attorney's Office and submitted the Board of County Commissioners for approval.

With respect to notifications required during airport contingencies, Mr. Bildman indicated that a single call-back roster should be developed for both his use and for the use by the Airport Advisory Committee. Mr. Whipple will use the current AAC roster as the template and submit a draft at the next scheduled meeting.

Mr. Bildman thanked Mr. Stan Sweikar for his outstanding support of the airport during his three-year term. Mr. Bildman was also appreciative of the technical and administrative support that Gary Whipple is providing to the committee and the airport operations.

Mr. Bildman recommended that the economic impact analysis that was provided to the Maryland Aviation Administration should be included in the annual report for 2006.

VII. NEW/OLD BUSINESS

The committee will prepare the calendar year 2006 Annual Report beginning with the meeting in January 2007.

The committee will plan and prepare an Airport Crash & Rescue Drill with the Emergency Management Agency and the Emergency Operations Center for the summer of 2007.

The next meeting is scheduled for 6:00 PM on January 22, 2007 at the County Airport in the Walter F. Duke Terminal Building Conference Room.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. McNamara recommended the meeting be adjourned. Joe Mitchell moved to adjourn the meeting, which was seconded by Mr. Sweiker and passed by a vote of 4-0. The meeting was adjourned at approximately 7:30 PM.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Bill McNamara
Chairman