

Airport Advisory Committee Meeting  
Captain Walter Francis Duke Regional Airport  
December 19, 2005

***Approved Minutes***

**I. CALL TO ORDER**

Mr. Korey Smith, Vice Chairman called the meeting to order at 6:08 pm. Other members present were: Erin Lesko and Bill McNamara. Recognizing that there was no quorum, Mr. Smith noted that the official business could not 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." Mr Erichsen also reminded the Committee of the provisions in the bylaws regarding unexcused absences of Committee members.

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

**II. MINUTES**

Following review of the draft November minutes, two minor amendments in Sections III and VII were recommended for inclusion prior to approval. Mr. Erichsen said they would be incorporated and the minutes brought back to the Committee at the January meeting for final approval.

**III. VICE CHAIRMAN'S REPORT**

Mr. Smith noted that Officer Elections should be occurring in the near future. Mr. Korey Smith again advised those in attendance that if they were interested in serving on the Committee, that they contact Ms. Delores Lacey at the PIO for an application. Mr. Erichsen advised that the PIO office can be reached via the County website, by mail, by fax, or by phone at 310-475-4200 ext. 1431.

Mr. Smith opened the floor to the public for open comment and discussion.

**IV. PUBLIC COMMENT**

Mr. Terry Adair stated that the gating system was working fine. He also suggested that a waiver of the lease language might need to be drafted for minors operating planes (ie. Young Eagles / other special events) or to address school age children enrolled in flying lessons.

Mr. Ken Studt advised that a package was being assembled to present to the Committee regarding the removal of the security deposit requirement from the Board of County Commissioners recorded standard lease agreement document. Mr. Erichsen advised that this was agreed upon by the Committee at their November 28, 2005 meeting. Ken also advised that the rear gate to the AWOS area remained open and Mr. Erichsen stated that he would contact the Recreation and Parks contractors that mow the grounds to pay better attention to securing the gate.

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

Mr. Erichsen provided the Committee with a copy of the Board of County Commissioners December 13, 2005 letter to the Federal Aviation Administration regarding their support of the Committees' request to change the airport name, include the grounds communications outlet frequency, AWOS frequency and phone number, and glider operations symbol on Airport Facilities Directory and Sectional Charts.

A copy of the December 12, 2005 USDA Wildlife Services hazard assessment was circulated to the Committee members for their review. The report is a follow-up to the requested survey that was performed at no costs to the County. Mr. Erichsen advised that a copy was also being forwarded to the County's Risk Manager.

Mr. Erichsen provided the Committee with a December 8, 2005 correspondence from the Federal Aviation Administration regarding their planned funding for the County Airport. The Airport Capital Improvement Program describes both the projects and funding participation levels for the period of FY 2007 – 2011. All projects listed are in accordance with the adopted Airport Master / Layout Plan. At present the FAA will participate in up to 95% of the funding with the Maryland Aviation Administration and County equally sharing the remaining 5%.

Mr. Erichsen discussed the recent December 15, 2005 e-mail from tenant Robert Belvins who concurred that the security deposit could be utilized mainly in the event of default of payment, but could also be considered for damage to a tie-down spot.

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

Mr. Bildman advised that a NOTAM was issued after the last snowfall event and the snow was cleared from the runway within 45 minutes after the snow ended. Mr. Erichsen advised the FAA Advisory Circulars typically recommend a two hour timeframe. Mr. Bildman also advise that about 85% of tenants had been activated under the new proximity card reader system and that it seems to be working well. There was a minor matter with the rear gate that was still on a timer from the post 911 access control implementation that has been resolved.

Mr. Weaver reported that the new three unit t-hangar building was delivered and is installed with the electrical wiring scheduled for completion in the near future. The next six unit hangar has also been ordered and should be delivered in the Spring of 2006.

## **VII. NEW/OLD BUSINESS**

The next meeting will be held on January 23, 2006 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.

**VIII. ADJOURNMENT**

Having heard no additional comments, the meeting was adjourned at approximately 6:43 p.m. The next meeting will be held on January 23, 2006 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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Korey Smith  
Vice Chairman