

**Airport Advisory Committee Meeting**  
Captain Walter Francis Duke Regional Airport  
February 23, 2004

**Approved Minutes**

**I. CALL TO ORDER**

Korey Smith, Chairman, called the meeting to order at 6:06 p.m. Other members present were: Bill McNamara, Stan Sweikar, John Stober, Jr., Ned Clarke, and Erin Lesko.

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

**II. MINUTES**

A correction was made to Section VII, ADJOURNMENT, of the November 25, 2003 minutes, it should read, "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."

A motion was made by Mr. Ned Clarke and seconded by Stan Sweikar to approve the minutes as amended. The motion passed with a vote of 6-0.

**III. CHAIRMAN'S REPORT**

Revenue Update – For the period 7/1/03-12/31/03, the Airport generated \$33,077 in revenue.

BOCC selection of a new Committee Member, Erin Lesko – Ms. Lesko provided the Committee with a brief overview of her background.

Reappointments of Status for Stan Sweikar and Ned Clarke announced by Korey Smith.

Calvert County Commissioner letter of support was reviewed.

DTN computer/Ground Communications Outlet equipment security proposal was deferred until later in the meeting.

Rules & Minimum Standards Section I-General Provisions was deferred until later in the meeting.

**IIIa. ELECTIONS OF CHAIRMAN AND VICE CHAIRMAN**

Ned Clarke was nominated as Chairman for the next year. A motion was made by John Stober, Jr. to nominate Mr. Clarke which was seconded by Bill McNamara. The motion passed with a vote of 6-0.

Korey Smith was nominated as Vice Chairman for the next year. A motion was made by Ned Clarke to approve the nomination which was seconded by Bill McNamara. The motion passed with a vote of 6-0. It was agreed that Mr. Clarke's first meeting as Chairman would be on March 22, 2004.

**IV. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS (Provided by Korey Smith)**

BOCC request to revise Development Review Procedures- The BOCC request to add a Business Report subsection to the Development Review Procedures was deferred until further explanation can be provided. Will appear in the "Old Business" section for the next meeting.

All Airport Advisory Committee meetings are now posted for CY2004.

Rear Gate timer vs. chain and lock by Piedmont- A plan for a rear gate timer was announced, as opposed to the chain and lock system currently being monitored by Piedmont Flight Center. There was considerable discussion concerning the 7:00 a.m. to 7:00 p.m. operating times for the timer. There was also concern over power outages disabling the timer and who would be responsible for the maintenance.

Mainstay Suites Hotel/Restaurant TEC follow-up- A memo was read aloud from the Department of Public Works & Transportation to the Department of Planning and Zoning stating the proposed facility appears to lay within the ultimate runway protection zone and beneath the Approach Safe.

Pat Johnson internet public access terminal proposed- Committee decided to defer this matter until further discussions could be held with Mr. Pat Johnson.

Draft Capital Improvement Program FY 05-10- The draft was reviewed and discussed. The Committee had concerns over what it will take to ensure that the funding will not keep sliding out to future years. The Committee also decided to make certain the important airport projects are included in the annual report.

March meeting may be Public Informational Meeting for Environmental Assessment.

**V. FBO AND LEASEHOLDER REPORTS**

AWOS- Steve Bildman advised that the AWOS was fixed this week. While being fixed, it was discovered that some sensor wires had been cut. The AWOS is now on a quarterly maintenance program.

T-Hangars- Mr. Bildman advised that the building of T-hangars would start in mid March with the contractors already selected. 10 T-hangars are pre-sold with 8 left remaining.

Kimble's Aviation- Kimble's has vacated the airport.

Commercial Development Land- Mr. Bildman advised that defense contractors were being marketed for the commercial development land that is available directly across the street from AirTec, Inc.

Rear Gate Timer- Mr. Bildman expressed his concern of locking the gates from 7:00 p.m. to 7:00 a.m. He is going to draft a paper on the effects and concerns of locking the gates.

Deer- Terry Adair expressed his concern over deer entering the airport premises through the open gate by the AWOS.

Tenant's Association- Korey Smith suggested some of the airport tenants should form a Tenant's Association.

Piedmont- Jim Dayton advised that he needs a site to put a 3000-4100 gallon fuel storage tank.

Proposal for Pilot's Lounge- deferred until next meeting.

Working document for UNICOM- deferred until next meeting.

## **VI. NEW/OLD BUSINESS**

Next meeting is scheduled for 3/22/04

Gate Timer- Previously discussed.

Annual Report- Committee will prepare Annual Report.

GCO Update- Ned Clarke advised that the GCO did not work again due to an internal problem with the box and is in the process of being fixed

Rules & Minimum Standards Section 1- Tenants request copies of the Rules & Minimum Standards. Hard copies are acceptable in the interim while an electronic version is being prepared. The term "Aeronautical Activity" needs to be redefined throughout entire book of Standards.

## **G. WAIVERS AND INDEMNIFICATION**

1. accepted as is
2. accepted as is
3. Committee requests redraft of intent by Airport Manager.

## **H. INSURANCE**

1. accepted as is
2. accepted as is
3. accepted as is
4. accepted as is
5. ????????
6. accepted as is

7. accepted as is
8. change the term “registered” to “based” and update insurance requirements with Section 5-1002 of the Transportation Article of the Maryland Code.

#### I. AGE LIMIT

accepted as is

#### J. REPORTING REQUIREMENTS

1. change term “encouraged” to “required”
2. (a) accepted as is  
(b) accepted as is
3. (a) accepted as is  
(b) accepted as is  
© accepted as is  
(d) accepted as is

#### K. GROUND VEHICULAR TRAFFIC AND PARKING

1. accepted as is
2. second line, STRIKE from “as” through “FBO’s”.  
fourth line, STRIKE from “while” through “space”.  
Fifth line, STRIKE from “To” through “AOA”.  
Sixth line, change “show that he has in force” to “maintain”.  
Seventh line, insert a period (.) after “Maryland”.  
Eighth line, STRIKE from “and” through “Agreement”.

#### L. PEDESTRIANS, PASSENGERS AND SIGHTSEERS

Third line, insert a period (.) after “areas”.  
Third line, STRIKE from “and” through “personnel”.

#### M. CAMPING ON AIRPORT PROHIBITED

Accepted as is

N. ADVERTISING SIGNS

Accepted as is

O. AIRCRAFT OWNER

Ninth line, change "shall" to "prior to".

Tenth line, change both instances of "Commission" to "Manager".

P. SPECIAL EVENTS

Tenth line, change "Commission" to "Manager".

A motion was made by Ned Clarke to accept the recommendations as discussed above, which was seconded by Stan Sweikar. The motion passed 6-0.

**VII. PUBLIC COMMENTS**

Terry Adair- Requested turnstiles or punch pads be considered as an alternative to the rear gate timer. He cited Danville, VA and Wilmington, DE as examples.

Bernie Wilder, President of St. Mary's Chapter of EAA- Advised that EAA will not be having a fly-in this year due to lack of interest, but will still have Young Eagles events.

**VIII. ADJOURNMENT**

Having heard no additional comments, Mr. Smith recommended the meeting be adjourned. Hearing no objection, the meeting was adjourned at approximately 8:42 p.m. The next meeting will be held on March 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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Erin Lesko  
Recording Secretary

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Korey Smith  
Chairman

