

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
February 25, 2008

Approved Minutes

I. CALL TO ORDER

Mr. Jim Davis, Chairman, called the meeting to order at 6:00 PM. Committee members Rich Richardson and Randy Willis were also present. A quorum was not present, therefore official business could not be conducted to be postponed to the next meeting. Others in attendance are reflected on the Sign-In Sheet.

II. MINUTES

The Committee reviewed the draft January 28, 2008 minutes and recommended that they be accepted as drafted.

III. CHAIRMAN'S REPORT

Mr. Davis opened discussion about the current committee vacancy and the process by which the vacancy will be filled. Mr. Gary Whipple stated that the County fills committee vacancies every six months based upon the current applications on file for those vacancies. If a committee is having difficulty obtaining a quorum due to a vacancy, the County will fill the vacancy out of cycle. Mr. Whipple also mentioned that the County reviews committee applications on a regular basis to keep them current. He also encouraged those in attendance to apply for the vacancy.

Mr. Davis reminded the committee that the next scheduled annual inspection of the airfield is due in the spring, and the committee members present decided to schedule the walkthrough for Saturday, April 19, 2008 beginning at 9:00 AM, assembling at AirTec's office. Mr. Davis inquired about the inspection results from previous events, and Mr. Whipple indicated that copies were available for his review and would be brought to the next meeting. The committee decided that the perimeter fence will be the particular focus for this spring's inspection.

Mr. Davis referred to the draft 2007 Annual Report as included in the meeting package for the committee members to review and provide comment back to Mr. Whipple. Mr. Richardson asked that a budget summary be added to the report. Mr. Bildman indicated that general operating budget information can be included, but that the report should comment on direct and indirect economic benefit of the airport operations. The committee's goal remains to finalize the Annual Report and submit it to the Board of County Commissioners in April.

IV. PUBLIC COMMENT

Mr. Davis then opened the floor to public comment of which there was none.

V. GUEST PRESENTATION

Mr. Davis then turned over the floor to Lt. Col Tim Corrigan and Lt. David Webster of the local Civil Air Patrol squadron for them to give the committee a general presentation about the Civil Air Patrol and the local unit's specific service to the County. Mr. Whipple prefaced the presentation by reminding the committee that the Civil Air Patrol holds a current lease for portions of the Terminal Building for their cadet training program and that the CAP provided critical support to the emergency exercise held in September 2007.

Mr. Corrigan gave a brief history of the Civil Air Patrol from its genesis just days before the attack on Pearl Harbor and highlighted its contribution to the defense of the Atlantic coast from German submarine warfare. Mr. Corrigan then described how the search and rescue mission of the CAP has developed. He also gave a brief description of the Maryland Wing and its command structure. The emphasis of the presentation was the new Mission Base Initiative by which the CAP would mobilize significant search and rescue resources to the airport. The Mission Base Initiative is driven by the Maryland Wing, which seeks to have this capability with the Southern Maryland region.

Mr. Corrigan and Mr. Webster then described the support requirements needed to run the Mission Base. The current lease will need to be modified to provide a dedicated communications room and specify minor alterations. Mr. Bildman suggested that the "car rental" area of the Terminal Building be cordoned off by a partition wall with the created space being turned over to the CAP under the revised lease. The committee and the CAP representatives had no immediate objections to that proposal, so Mr. Whipple will revise the lease update accordingly.

VI. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation. He reiterated some of the details of the draft lease revision with the Civil Air Patrol and stated that the finalized draft will be made available at the next meeting.

Mr. Whipple provided the committee with the County Administrator's letter of February 8, 2008 explaining the process for the most recent committee membership selection. The letter recognizes the committee's desire to extend the memberships of two members with expiring terms, but stated that there were several strong candidates available and that the two members may reapply for membership after being off the committee for a year.

Mr. Whipple reported that the Maryland Department of Environment, Non-Tidal Wetlands Division has agreed in concept to the wetlands mitigation project and will be issuing a "Letter of Intent" authorizing the project to proceed into the surveying, permitting and design work.

Mr. Whipple stated that the sign vendor for the transient sign package had submitted shop drawings for review, and that the vendor will provide the signs before the spring inspection in April. The installation of the sign bases will be managed under a separate procurement, and the County has already contacted its construction vendors for quotes.

Mr. Whipple stated that the Consultant Services contract was advertised with six proposals received. Mr. Whipple requested volunteers from the committee to prepare a short list for interviews. Mr. Davis and Mr. Richardson volunteered to review the proposals, and interviews will be conducted based upon the short list developed during proposal review.

Mr. Whipple also reported on the development review cycle for February 2008, noting that there was no proposed development within the Airport Environs (A/E) zoning overlay. Additionally, there was no evidence of any structures requiring FAA notice (towers, etc.)

The Letter of Authorization between the Patuxent River Naval Air Station and the County was approved by the Navy on October 29, 2007 and executed by the County Commissioners at their December 18, 2007 meeting. The executed documents were forwarded back to the Navy on February 12, 2008, with a copy to the committee members. The document is posted to the County website.

Mr. Whipple noted that a local chapter of MOMS Club (a pre-K group) wishes to visit the airport for a field trip, suggesting March 25 or 27. The committee decided that March 25 would be the preferred date.

VII. FBO AND LEASEHOLDER REPORTS

Mr. Steve Bildman reported that the price of aviation fuel is increasing significantly with a potential impact to future revenue. Mr. Davis and Mr. Bildman also discussed the possibility of a van be dedicated out of the County's unassigned vehicle fleet for airport operations.

VIII. NEW/OLD BUSINESS

The next meeting is scheduled for Monday, March 24, 2008 beginning at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

IX. ADJOURNMENT

Having heard no additional comments, Mr. Davis adjourned the meeting at approximately 7:30 PM.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Jim Davis, P.E.
Chairman