

Airport Advisory Committee Meeting

Captain Walter Francis Duke Regional Airport

March 22, 2004

Approved Minutes

I. CALL TO ORDER

Ned Clarke, Chairman, called the meeting to order at 6:02 p.m. Other members present were: Bill McNamara, John Stober, Jr., Korey Smith, Joseph Mitchell, and Erin Lesko.

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

II. MINUTES

Several friendly amendments to the February 23, 2004 draft minutes were offered by Mr. Erichsen in order to specifically identify the names of the initiators of all motions. Committee member Erin Lesko was also thanked by the Committee for her efforts in drafting the minutes.

A motion was made by Mr. Korey Smith and seconded by Bill McNamara to approve the minutes as amended. The motion passed with a vote of 6-0.

III. CHAIRMAN'S REPORT

Revenue Update – For the period 7/1/03-2/29/04, the Airport generated \$51,342 in revenue.

Chairman Clarke advised that he has been the County designee for the Chamber of Commerce Governmental Affairs Subcommittee. Due to time constraints, he advised that he needs to step down from the position and requested the Committee recommend an alternate. A motion was made by Joseph Mitchell and seconded by Korey Smith to recommend Ms. Lesko. The motion passed with a vote of 6-0. Mr. Clarke agreed to contact the Board of County Commissioners by letter with the Committees' recommendation.

Rules & Minimum Standards Section 2-Aircraft Operation was deferred until later in the meeting.

Mr. Clarke suggested that the order of the meetings, as established by the Agenda, be altered for all future meetings. It was agreed that the Public Comment period would be placed immediately after the Chairman's report to

afford the participating public an opportunity to provide their comments without having to wait until the end of the meeting. Mr. Erichsen advised that there was no need for a motion and that the April 2004 meeting would reflect the Committee's consensus on the Agenda order.

IV. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS

Mr. Erichsen advised that the America's Huey Special Event, associated with the Smithsonian National Museum of American History's "Price of Freedom" exhibit was held at the Terminal Building on March 13, 2004. Special Permit Application was approved by the DPW&T, the event was a great success and an overview of the event was distributed to the Committee members. Mr. Erichsen thanked all those tie-down owners that allowed their planes to be temporarily relocated for the event.

The revised Development Review Procedures amendments, requested by the Board of County Commissioners, will be provided for the Committees approval at the April 26, 2004 meeting.

Mr. Erichsen advised that the proximity card reader system for the airport has been approved and is currently in the Procurement process. The system will be tied into the newly approved leases. The new leases provisions, as adopted by the County Commissioners require copies of photographic identification, insurance / binders, owner names, aircraft tail number etc. In addition, for non-airworthy aircraft, ground not in motion insurance is required. Once the system is installed, an updated listing of all fixed based aircraft is obtained from the lessees, and new leases distributed, an activation date will be established.

The issues raised at the February 2004 Committee meeting regarding the open gate near the AWOS by Mr. Adair and the repair of the rotating beacon have been addressed. Mr. Erichsen further advised that all the 100% locally funded Airport Improvement projects such as the rotating beacon replacement, were not approved as a part of the FY 05 recommended capital improvement program budget. In addition, the County is in the process of completing the scope of services to perform strobe light repairs and replace the shields.

Mr. Erichsen distributed a copy of a Special Event Permit application and Waiver Agreement for review by the Committee for inclusion to the Airport Rules & Minimum Standards during the current update process. He suggested including same as an Appendix to Page 14, Section P.

A set of Airfield Signage Plans dated March 10, 2004 was provided to the Committee in response to their inquiry. Estimated cost to provide direction / informational signage is \$15,000. Mr. Erichsen suggested that a subcommittee

be formed to address the specific language and locations for the signage. At the request of Mr. Erichsen, Delta Airport Consultants provided the basic specifications and locations for the Committee's use. It was agreed, by volunteer concurrence, that Korey Smith, Jim Dayton, Pat Weaver, Steve Bildman, Ken Studt, and Bill McNamara spearhead this project and report back to the Committee at a future meeting.

Mr. Erichsen provided each Committee member present with a copy of FAA Advisory Circular 150 / 5210-20 entitled Ground Vehicle Operations on Airports. Mr. Erichsen suggested that the Committee review the document as he felt that there were several useful provisions that could be referenced or included as a part of the current Airport Rules & Regulation or Minimum Standards updates.

Mr. Erichsen advised that Committee notebooks should be prepared for Ms. Lesko and Mr. Stober, Jr. within the next couple of meetings. The notebooks would contain basic airport related information and will serve as a reference for the new members.

Mr. Erichsen advised that he had forwarded an interim airport management proposal to the County Administrator late last year. The committee was reminded that with limited funding in the FY 04 operating budget, any hiring of an Airport Manager would be late in the fiscal year. In the interim, the DPW&T is evaluating the possibility of utilizing existing staff to gain coverage at the facility for at least 2-4 hours per day. Mr. Erichsen suggested that this would be good discussion item for their Annual Report.

Mr. Erichsen advised that the Maryland Aviation Administration would be conducting their Operating license inspection on Friday April 9, 2004. Friday is a County holiday and Committee members were advised that they could witness the inspection if they desired.

Mr. Erichsen advised that he would provide copies of the Pavement Evaluation Report prepared by the Maryland aviation Administration to address recent comments regarding the condition of certain areas (taxiways and ramps) of paving within the airport property.

V. FBO, LEASEHOLDER REPORTS & PUBLIC COMMENT

Mr. Pat Weaver advised the Committee that the Grading Permit for the new 30,000 square feet of T-Hangars constructed on the off-site property donated to the County, should be approved in the near future. Most of the T-hangars are being pre-sold.

There was no updated Proposal or report provided for the proposed Pilot's Lounge relocation or the UNICOM working document, as Stan Sweikar was not present. Mr. Erichsen advised that the working procedures for use of the UNICOM were updated and included on the County website. A copy would be provided at the next meeting.

Mr. Ken Studt requested permission to place another AOPA Watch sign at/on Gate 1, similar to those already in place at other gate locations. There was no objection only a condition that they be properly secured. He also asked if the recording for the AWOS, which can be reached via frequency 119.575 or by phone at (301) 373-6514 can be modified to remove the "blowing" noise. Mr. Erichsen stated that the DPW&T would evaluate.

It was suggested that the MAA be requested to perform or allow the painting of compass rows somewhere on the airfield pavement to would allow aircraft to check their instruments by aligning the aircraft with a known magnetic heading. Mr. Erichsen stated that the DPW&T would evaluate.

It was also requested that the County evaluate the possibility of painting lead-in lines from the runway edges to the centerline of the taxiways to assist navigating aircraft on the ground. Alternatively, the addition of blue reflectors could be explored. Mr. Erichsen stated that the DPW&T would evaluate.

Mr. Adair indicated that car lights were a potential nuisance to pilots taxiing on the ground, especially from vehicles traveling along portions of Airport Drive. He requested that some sort of fence screening be proposed. Mr. Erichsen stated that the DPW&T would evaluate.

VI. NEW/OLD BUSINESS

Next meeting is scheduled for 4/26/04 at which time the Committee will discuss the possibility of holding a public informational meeting for the Environmental Assessment at the May meeting.

Mr. Erichsen advised that he would prepare a draft Annual Report for the Committees' review. He thought that the draft could be made available at the April 26, 2004 meeting. Once approved by the Committee, time could be scheduled on the Board of County Commissioners' agenda for a presentation at the Committees discretion.

Mr. Clarke advised that the Ground Communications Outlet (GCO) equipment repairs had been performed by AIRINC and that the reinstallation should occur prior to the next Committee meeting.

Rules & Minimum Standards Section II- Aircraft Operations was previously distributed. The following general comments on Page 15 were noted for inclusion in the proposed update:

A.1 Recommend the text in the parenthesis be revised to read “One copy of the current Rules & Minimum Standards will be maintained in the pilot lounge / briefing room by the Airport Manager).”

A.2 Recommend a copy of the current Section 5-1002 be obtained to ensure this provision is still a requirement. Second sentence should indicate that “Leaseholders and/or FBO’s” maintain insurance records and that they “be forwarded to the Airport Manager.” In addition, this requirement needs to apply to all tie-down customers leasing from the County who will be required to forward same directly to the County. Suggest “(ie. out of annual)” replace (out of annual).

A.3 Suggest a new paragraph entitled “Pilot Lounge / Briefing Room” be inserted. Language should state that the “County shall be responsible for providing a public space within a County-owned or controlled facility for the purposes of 24 hour access to pilots for briefing, weather access, flight planning, restroom access, vending machines, navigational charts etc.”

B. Suggest first sentence read, “The Airport is served by a UNICOM radio.” All departing aircraft “should” announce on the UNICOM their intentions....Also, any Emergency Management Agency (EMA) or Emergency Communications Center (ECC) communications protocol should be inserted or cross-referenced in this paragraph.

C. First sentence should read, “In the event the FAA, Airport Manager, or duly authorized designee” determines that conditions at the Airport are unsafe...It should state that the designee shall contact the Airport Manager and receive prior authorization prior to issuing any NOTAM.

A motion was made by Korey Smith to accept the recommendations as discussed above, which was seconded by Joe Mitchell. The motion passed 6-0.

VII. ADDITIONAL PUBLIC COMMENT

None were offered.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. Clarke recommended the meeting be adjourned. Hearing no objection, the meeting was adjourned at approximately 8:07 p.m. The next meeting will be held on April 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 A. Erichsen
Recording Secretary

Ned Clarke
Chairman