

Airport Advisory Committee Meeting

Captain Walter Francis Duke Regional Airport
March 31, 2003

CALL TO ORDER

Korey Smith, Chairman, called the meeting to order at 6:00 p.m. Members present were: Bill McNamara, Ned Clarke, Patrick Murphy, Joseph Mitchell and Mike Breen.

Staff members present were: George Erichsen, PW and Transportation Director; John Savich, Director, DECD; Karen Everett, Business Development Manager and Bert Bowling, Recording Secretary.

Other attendees were: Patrick Weaver, S.M. Hangars, Inc.; W. R. Lowry, Roy Cameron, Ray Cameron, Erin Havelka, Brady Lesko, Michael T. Junal, Alan Wirth, Glen Coombs, Steve Bildman, APSS; Charles Cumbow, Terry Adair, Piedmont Flight Center; Robin Briscoe, Ride/Share Coordinator for Tri-County Council for Southern Maryland; and Cynthia Thorne-Carter, President, Smart Ride, Inc.

MINUTES

Correction to the minutes of February 24, 2003 on Page 3, under Pilot/Break/Briefing Room, should state that the county owns the computer weather reporting equipment and that Piedmont Flight Center has been providing the space. A motion was made by Mr. Mitchell and seconded by Mr. McNamara to approve the minutes as amended. Motion passed.

CHAIRMAN'S REPORT

Airport Manager – The Board of County Commissioners will consider the recommendation to hire Mr. Mangum at their meeting on April 1, 2003.

Revenue Update – For the period 7/1/02-3/1/03, the airport generated \$121,487 in revenues that goes back into the county's operating budget.

BMX Update – The County Commissioners have decided to use Chaptico Park as the site for the BMX trail. The airport was previously considered.

Report of Stolen Plane– We've been asked to be alerted to a stolen aircraft belonging to Alabama's Civil Air Patrol. It is a 2000 Blue and White Cessna 182, N6420T.

MAMA Meeting – There will be a meeting of the Maryland Airport Managers on April 9, 2003.

Walk-thru of Airport Grounds – Bill McNamara, Ned Clarke and Korey Smith conducted a walk-thru of the Airport grounds and facilities on March 8, 2003. **A formal report will be presented at the April meeting.**

Rules and Minimum Standards – Please review, and sections of the document will be discussed at the next meeting.

MAA License Inspection – MAA will conduct a license inspection at 11:00 a.m. on April 2, 2003 at the airport.

Fuel Sampling and Dumping – Korey provided a copy of the article in the AOPA Pilot on Fuel Sampling and Dumping.

REPORT FROM GEORGE ERICHSEN, DPW & T DIRECTOR

BOCC Airport Tour – The Board of County Commissioners conducted a tour of the Airport facilities and grounds on March 18, 2003. They were supportive of the progress being made. They are receptive to changing the operational name of the airport.

Tie-Down Lease Agreement – The County Attorney has reviewed and modified the sample lease (attached in the packet) and added an Exhibit A (attached) that defines the demised area / leased premises. The DPW&T would like to include security and safety issues that will require a copy of: a valid pilot's or air carrier license, proof of insurance and photo ID; a requirement to lock aircraft, a request to observe the Fly Quiet Program; and to specify aircraft owner provided tie-down strap specifications. **The Airport Advisory Committee agreed to review the lease and consider for adoption at the next meeting.**

SMART Ride, Inc. – The Airport Advisory Committee reviewed the lease between the County and SMART Ride, Inc. The company will provide regularly scheduled shuttle service to and from the County Airport to Baltimore/Washington International (BWI) Airport. They may occupy

approximately 206 square feet of space in the Airport Terminal. This will be further discussed later in tonight's meeting.

Proposed Leases – Mr. Erichsen suggested that the county enter into standard leases with other users of the airport, i.e., the Experimental Aircraft Association (not-for profit), Civil Air Patrol (not-for-profit) and Mass Transit Administration (MTA) 909 Flyer. The Committee concurred with the suggestion.

Sheriff's Outpost – The Sheriff's Special Operations unit advised the County Commissioners that they will be vacating the Airport space and moving to the Governmental Center within the next 90 Days. Although this is in accordance with their MOU, we trust that the Committee agrees that the County should encourage the Sheriff to maintain at least a patrol outpost in the terminal for security-related purposes. The Committee voiced no objections.

Recommended Budget FY04 – The Airport Advisory Board was provided a copy of the Recommended Budget for FY04. Public Hearing on the county departmental budgets will be held on April 23 at Chopticon High School, beginning at 7:00 PM. The County Commissioners have been asked by DPW&T staff and in the Committees' Annual Report to consider making the Airport as a self-sustaining Enterprise Fund / profit center. This would provide a clearer picture in comparing revenues to the true costs of the facility that includes snow removal, utilities, janitorial services, etc., and review past debts and when they would be paid off.

Ground Communications Outlet – Ned Clarke provided a status report in the acquisition of a Ground Communications Outlet (GCO) for the Airport. A Status Report was provided to the members. MAA would provide 100% funding to purchase and install the unit. ARINC was awarded the contract and will install the unit; however, a permanent FCC Frequency Allocation is required before installation. The process is that FAA will do a survey and provide the Airport with a frequency, and we would forward the frequency license application to FCC for a permanent radio frequency allocation. Other installation requirements of ARINC are listed in the email distributed by Mr. Clarke. Mr. Erichsen contact Mr. Solanki from the MAA Regional Airport Assistance, in writing (letter contained in the packet), to ensure the funding will remain intact and request that the GCO be purchased at this time. Committee members agreed to pursue the FCC frequency issue and get back with Mr. Erichsen with the next course of action.

T-Hangars - The T-Hangar Gate is locked from 7:00 p.m. to 7:00 a.m.; however, the lock continues to be cut / vandalized. If you have any information as to the offenders, let Mr. Erichsen know. There was concern about the time the gate is locked. It was suggested that it stay open later in the evening during daylight savings time. Mr. Erichsen advised that 7 PM will remain the time until the proximity card reader system is operational.

FBO AND LEASEHOLDER REPORTS

Pilot/Break/Briefing Room – With the onset of an Airport Manager, Mr. Bildman recommended that the Pilot/Break/Briefing Room with 24 hour access to weather info be moved to the Terminal facilities. A working committee may be formed to redesign the pilot's room. The 24-hour Self-Service will stay as is. The maintenance shop will move to a larger facility for security requirements and 29 T-hangars will be built. Mr. Bildman has an approved FCC Ground Station License, 122.85 frequency and agreed to let the County use it if it could be approved by the FCC and FAA. No one answers the FCC 123.0 Frequency for transients who need direction and there is a CTAF sharing problem. The person manning the fuel pumps could answer the radio seven days a week, 8:00 a.m. to 5:00 p.m. Mr. Bildman said that could be negotiated with him. Two priorities for the airport should be proper signage and responsibility for answering the radio.

New Hangar Space – Mr. Weaver reported that construction of the new hangar space should be completed soon and the company will be seeking occupancy permits in May. Considering paving up to the new hangar spaces; 25-28 airplanes can be accommodated in the two new spaces; and some of them will be condo-type ownership.

NEW BUSINESS

SMART Ride, Inc. Lease Agreement – Karen Everett, DECD, has been working with SMART Ride, Inc. and the County Attorney's Office in finalizing the draft Lease. SMART Ride, Inc. will occupy space in the Terminal. It is a one-year lease. Future leases will include the proper distribution, use and return of building keys. Determining and calculating the charges for utilities was discussed at length. Any differential use from what is incurred now may be used in determining the rental costs for the next one-year lease period. SMART RIDE'S use of electricity, water, and sewage should be minimal. **A motion was made by Joseph Mitchell and seconded by Ned Clarke to accept the draft lease and the recommended minor changes suggested by Mr. Erichsen pertaining to this meeting's comments and forward to the Board of County Commissioners for consideration. Motion passed.**

PUBLIC COMMENTS

Glider Operations – Wilson Lowry submitted a request to the Airport Advisory Board to consider including Glider Operations Information in the Airport Facility Directory and request a Glider symbol on the Washington sectional chart. It provides transients with information on glider traffic activity and ensures greater awareness of these activities among the pilot community. **The Advisory Board will review at the April meeting.**

Fencing and AWOS Gate – Fencing across from the Higher Education Center will soon be repaired and is being coordinated through the County's insurance carrier. The pole needs to be lowered in order to lock the AWOS gate which will be accomplished by the next meeting.

Fire and Rescue Service – Do local fire and rescue personnel have training in aircraft accidents? Mr. Erichsen advised that he is trying to coordinate a formal Crash & Rescue Drill for October of this year. In addition, Mr. Smith advised that Tom Hesbach has been asked to contact the County's EMA to help coordinate an emergency response preparedness workshop.

ADJOURNMENT

The meeting adjourned at 7:40 p.m. The next meeting will be held at 6:00 p.m., Monday, April 28 at the Airport Terminal.

Respectfully submitted,

Approved,

Alberta Bowling, Recording Secretary

Korey Smith, Chairman