

Airport Advisory Committee Meeting
Captain Walter Francis Duke Regional Airport
April 25, 2005

Approved Minutes

I. CALL TO ORDER

Mr. Ned Clarke, Chairman, called the meeting to order at 6:02 p.m. Other members present were: Korey Smith, Bill McNamara, Joseph Mitchell, Stan Sweikar, and Erin Lesko. Recognizing that there was a quorum, Mr. Clarke noted that the official business could 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.

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

II. MINUTES

Following review of the draft February minutes, Joe Mitchell motioned to approve the minutes as presented. The motion was seconded by Mr. Smith and passed with a vote of 6-0. Mr. Erichsen pointed out that all approved minutes are posted on the website as they are approved by the Committee.

III. CHAIRMAN'S REPORT

Mr. Clarke noted that the airport revenues between the periods of July 1, 2004 and April 5, 2005 were \$50,675.

Mr. Clarke acknowledged that there was not a quorum at the March 28, 2005 Committee meeting. Mr. Erichsen advised that the minutes would be unofficial minutes and that the discussion would still be documented and posted on the County website.

Mr. Ned Clarke advised the Committee that it was time for them to think about conducting their annual airfield / airside inspection. A date will be coordinated with Mr. Bill McNamara in the near future.

Mr. Clarke advised that on March 1, 2005 Mr. Kevin Sullivan was contacted and requested to perform the USDA Wildlife Services free wildlife hazard and mitigation survey of the airport and report his recommendations to the County. This was in response to concurrence from the Committee at their February meeting.

Mr. Clarke discussed the American Society of Aviation Artists plans for the 2005 Annual Juried Art Exhibit which will be held between June 21 and September 18, 2005 at the Pax River Navy Air Museum. There will be original paintings by several of the world's finest aviation artists. For more information, Mr. Roger Davis can be contacted at 301-863-0443 or subs@cc-link.com. In addition, the Artists may also be present at the June 25, 2005 Experimental Aircraft Association (EAA) Young Eagles event which will include airplane flights for children.

Mr. Clarke referred to the Letter of Authorization dated May 17, 1995 in the Committee members meeting packages. He advised Michele Yeatman at the Pax Air Ops Office had been contacted regarding the need to update the original document. Several reasons were

cited which include: the document is ten years old; the prior Agreement was signed by the Airport Commission which is a defunct entity; that there is only a single pattern altitude mentioned which neither addresses our changing traffic nor reflects the Airport Rules--the current Airport Rules note a 1,000' MSL for piston engine / twins and 1,300' MSL for turbine aircraft; the need for Attachment 1 to better reflect slight intrusion into restricted airspace R-4007; and the need to delete the requirement for Pax River approach to notify 2W6 about changes in their duty runway. Ms. Yeatman will be working on a draft for review by the Air Ops Officer and once completed, will be forwarded to us for review. Once the revision is approved, the respective patterns need to be placed in the Airport Facilities Directory (AFD).

Mr. Clarke initiated a discussion regarding the follow-up to the Committee's Annual Report to the Board of County Commissioners which included the need to work with existing FBO's for basic airfield management functions. Mr. Erichsen added that the discussion was consistent with the scope of services included in the prior Expression of Interest and included some basic functions that were removed during prior lease amendments with the responding FBO. Possible services included in a lease amendment may include; UNICOM coverage (base station and hand held), Tie-down and main hangar aircraft storage management, Manage proximity card system and swipe card distribution and updates, Maintain log of maintenance requests and coordinate repairs with Airport Manager, Establish, maintain and furnish flight planning room/lounge, Install corresponding airfield, signage and pavement markings for transients, Assist and respond to Airport Manager customer requests, Relocate or establish weather computer systems, Supply temporary grass tie-downs, as needed. Long-term grass tie-downs will be in accordance with the County's standard lease, Assist the Airport Manager with coordination of special events (Section I.P.1. Airport Rules), Coordinate and report Notams status changes to the Airport Manager, File and cancel NOTAMS with prior authorization from the Airport Manager (Section II.C Unsafe Airport Conditions), Inspect airfield aviation support and navigational aids for proper operation. Report deficiencies and assist in repairs as authorized, Perform daily inspections of all airport access gates and condition of airfield, Perform monthly inspections of security fencing, Attend Advisory meetings per lease and provide a written report to Airport Advisory Committee (monthly), Report to Airport Manager (weekly), and Transient customer billing and collection. After considerable discussion, the Committee agreed that a draft Amendment be prepared and presented for discussion at the May 23, 2005 Committee meeting.

The potential need for ramp fees was also discussed. It was agreed that self fueling customers do not really use any services and assessing a fee would be inappropriate. In addition, single and twin-engine aircraft usually park themselves. Committee members agreed that raising tie-down fees or fuel costs for fixed based tenant aircraft would not be as palatable as assessing a ramp user fee. Mr. Bernie Wilder advised that an EAA Young Eagles Fly-In and pancake breakfast similar to those held in prior years is being scheduled for June 25, 2005. As such, he requested that any transient fee schedule include a waiver for Special Events. The following represents the results of the discussion with respect to implementation of transient ramp fees:

All single piston engine aircraft:	\$ NO FEE
All piston twin-engine aircraft:	\$ NO FEE
All small turbine aircraft <12,500 lbs: *	\$ 35.00
All large turbine aircraft ≥12,500 lbs: *	\$ 70.00
All aircraft overnight fee:	\$ 10.00
Long term (the lesser of the sum of the overnight fees and the monthly tie-down fee)	
* certified gross weight	

NOTE: Fee Waivers are available under the following conditions:

- purchase of 100 gallons or more for turbine aircraft
- temporary ramp occupancy of less than one (1) hour
- special events (single day)

Joe Mitchell motioned to allow staff to proceed with drafting an amendment to the Airpark Sales and Services (aka Airtec, Inc.) current lease and operating agreement to include the provisions for basic management assistance and the implementation of a transient ramp fee structure as discussed. The motion was seconded by Erin Lesko and passed with a vote of 6-0. Mr. Erichsen pointed out that the draft should be ready by the next meeting at which time the Committee can make changes or a recommendation to forward to the County Commissioners for consideration. Mr. Erichsen advised that there may be changes to the amendment as a result of further review, but if the changes were not substantive that he would not bring it back to the Committee for review, but would provide them a final copy if approved. There was no objection voiced.

Finally, Mr. Clarke requested that the Committee members review the County Airport website to ensure the content and accuracy of the information

IV. PUBLIC COMMENT

Mr. Bob Hanson requested an update to the implementation of the proximity card reader system. Mr. Erichsen said that the County is now awaiting the completion of paving at the new hangars which should be completed in the next 3-4 weeks. Mr. Erichsen advised that the system has been activated for the personnel and egress gate at the terminal ramp area, the 24 hour personnel gate next to Piedmont, the Maryland State Police Ramp, and that the volunteer fire and rescue services have the active proximity cards for their emergency use. The system is functioning and staff wanted to make sure that there was sufficient time for system evaluation before implementing it globally to all tenants. The plan is to mail the proximity cards out to all known tenants and activate only those who have provided all their requested lease information to the County. The expected timing for activation is July / August and the formal date will be provided in writing.

Mr. Ken Studt suggested a listing of all fixed based tenants be forwarded to him and he would contact those individuals still who have yet to fully respond to the new tie-down lease requirements. It is hoped that this would help expedite the implementation of the system for all the designated ramp areas. Mr. Erichsen advised that as long as he could remove all customer / proprietary information from the list, that he could make the balance of the information (ie. Tail N number) available either before or at the next meeting.

Mr. Terry Adair requested an AWOS update at the next meeting and suggested the GCO and AWOS frequencies be posted with signage. Also, Mr. Adair suggested transient parking signs be erected. The AWOS paperwork needed from Mr. Erichsen's Department has been submitted and the County is currently awaiting FAA final certification. Mr. Clarke also indicated that the Committee would take the remaining comments under advisement, but expects these issues to be addressed as a part of the lease amendment for airport management assistance. Mr. Donald Utz pointed out that the AWOS is still in the testing phase.

V. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS

Mr. Erichsen, advised that as a follow-up the new terminal building leases signed by the Board of County Commissioners in February 2005, that the Chamber of Commerce held a ribbon cutting ceremony on April 14, 2005. The Chamber will also be scheduling use of the terminal building and will have a reception area in the main lobby during normal business hours.

Mr. Erichsen advised that the Maryland Aviation Administration Grant Agreement Addendum described at the prior Committee meeting for the REIL replacement, tie-down replacement program, and ramp area crack sealing was approved. Work is anticipated to be completed by July 2005. At present there is a NOTAM for the R/W 11 end as the REIL system has recently failed. One of the challenges will be the temporary displacement of airplanes within the ramp areas.

Mr. Erichsen advised that at the Committees February 28, 2005 meeting he had provided the members with Delta Airport Consultants responses to their questions on the Economic Impact Report. Mr. Mitchell stated that he had reviewed the responses and agreed that the Consultants did what was asked of them. Discussion by the Committee members indicated the general consensus that some of the speculation and predictions with respect to self-sufficiency and future income levels were difficult to quantify, at best. It is believed that the total economic benefit provided by the County Airport exceeds the Consultants Report. Mr. Weaver concurred and advised that he believed the MAA had performed an economic impact study more than ten years ago at no cost to the County. Mr. Erichsen advised that he would contact MAA's Ashish Solanki to determine if the State had any more recent plans to update same.

Mr. Erichsen provided a copy of the Planning Commission's March 28, 2005 Capital Improvement Budget Recommendations simply noting that they were consistent with all prior committee discussions to date. Mr. Erichsen stated that if any of the members had any additional questions that he would be glad to answer them anytime. The Environmental Assessment should be completed in the July August timeframe.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Steve Bildman provided an update of the new hangar construction. The stormwater management facility is being installed at present, all new t-hangars are full and the waiting list is down to one or two. The balance of undeveloped property of about two acres could sustain approximately 18,000 square feet of new business space.

VII. NEW/OLD BUSINESS

After discussion of the main agenda items no additional comments were noted.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. Sweikar recommended the meeting be adjourned and the motion was seconded by Ms. Lesko and passed with a vote of 6-0. The meeting ended at approximately 7:43 p.m. The next meeting will be held on May 23, 2005 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, P.E.
Recording Secretary

Ned Clarke
Chairman