

Airport Advisory Committee Meeting

Captain Walter Francis Duke Regional Airport

April 26, 2004

I. CALL TO ORDER

Ned Clarke, Chairman, called the meeting to order at 6:03 p.m. Other members present were: Bill McNamara, John Stober, Jr., Corey Smith, Joseph Mitchell, and Stan Sweikar.

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

II. MINUTES

Two friendly amendments to the March 22, 2004 draft minutes were offered by Mr. Smith and Mr. Stober; Section V, last paragraph should read "Mr. Adair" not Mr. Smith and in Section VIII, the next meeting should have read "April 26, 2004" not May 24, 2004.

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

A motion was also made by Mr. Mitchell and seconded by Mr. Smith to approved the amended February 23,2004 minutes. The motion passed with a vote of 6-0.

III. CHAIRMAN'S REPORT

Revenue Update – For the period 7/1/03-3/30/04, the Airport generated \$61,228 in revenue.

Chairman Clarke advised that the Ground Communications Outlet (GCO) had been reinstalled approximately three weeks prior and that it tested satisfactorily. Operational handouts for distribution should be supplies in the near future for distribution at the Piedmont Flight Center and for placement on the County website.

Rules & Minimum Standards Section 2-Aircraft Operation was deferred until the May 24, 2004 meeting, pending the availability of time that evening.

Mr. Clarke advised that the order of the meetings, as established by the Agenda, reflects the agreed upon revisions discussed at the March 22,2004 meeting. The public comment and FBO / leaseholder reports will 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.

IV. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS

Mr. Erichsen advised that the Development Review Procedures amendment was included in their packages. In particular, Item 1.c Business Background Report was added at the request of the Board of County Commissioners. In short, the updated procedures require new businesses to present a certain level of financial, risk and creditworthiness information for review as a part of their application. A motion was made by Mr. Mitchell and seconded by Mr. McNamara to approve the Procedures as drafted. The motion passed with a vote of 6-0.

Mr. Erichsen provided the Committee with a Draft Annual Report for discussion and review. The report describes the Committee's activities over the 2003 calendar year. If approved, Mr. Erichsen will forward to the County Commissioners for their information and schedule a follow-up presentation. It was agreed that both the past and current Chairman would be in attendance to represent the Committee. After some discussion and addition of several amendments and minor text corrections, a motion was made by Mr. Mitchell and seconded by Mr. Smith to authorize Mr. Erichsen to incorporate the commentary discussed this evening and forward same to the County Commissioners for the scheduling of an Annual Report presentation. The motion passed with a vote of 6-0. Mr. Erichsen stated that he would provide a courtesy copy of the final document to the Committee members at their May 24, 2004 meeting.

The issues raised at a prior March 22, 2004 Committee meeting regarding the strobe lights were addressed by Mr. Erichsen. The County is in the process of completing the scope of services to perform strobe light repairs and replace the shields. Mr. Clarke requested that he be offered the opportunity to meet with the project manager prior to issuing the notice to proceed and Mr. Erichsen indicated that that would not be a problem. Project will result in the ability for the strobes to be able to be turned off / on with the requisite number of microphone "clicks", should remain on for at least 15 minutes when turned on, and will include the installation of proper shields.

Mr. Erichsen distributed a copy of the Maryland Aviation Administrations Pavement Evaluation Report for the Committees information as requested at the last meeting. Mr. Clarke responded with a request for other Committee members to join him in an Airport / Airfield walk-thru on Saturday May 1, 2004 at 9:00 am. Mr. Clarke advised that it would take approximately 2-3 hours to conduct the walkthrough in accordance with the FAA Advisory Circular(s) which will be used as guidelines. Mr. Clark also welcomed other interested parties (ie. Leaseholders) to join in the inspection, which will begin at the Piedmont Flight Center. Mr. Clarke also asked if a larger copy (11" x 17") of Figure 3. Network Definition Map could be made available prior to the May 1, 2003 walk-through. Mr. Erichsen stated that a copy would be available for pick-up at the front counter of the DPW&T office on St. Andrews Church Road.

Mr. Erichsen advised that the Maryland Aviation Administration conducted their Operating license inspection on Friday April 9, 2004. The Airport was deemed to be in "satisfactory operating condition" and the Operating License was renewed.

Mr. Erichsen distributed a copy of the Federal Aviation Administrations Five Year Airport Capital Improvement Program which shows the proposed funding for land acquisition, obstruction removal, relocation of Lawrence Hayden Road, runway and taxiway extensions, and west apron design. Mr. Erichsen also advised that the future mix of FAA funding has been legislatively increased to 95%, leaving the State and County to fund the 5% balance.

Mr. Erichsen distributed a copy of the Legal Notice for the May 24, 2004 Environmental Assessment Public Informational Meeting as discussed with the Board of County Commissioners on April 20, 2004. The meeting will be held in the terminal building during the next regularly scheduled Committee meeting. Copies of the document will be made available at the three public libraries and the corresponding advertisement will be published in the Enterprise on May 12 and May 19, 2004.

Mr. Clarke requested Mr. Erichsen provide an update as to the success of the BWI Shuttle Service currently operating at the terminal under an approved lease. Mr. Erichsen stated that he would provide at one of the next regularly scheduled meetings.

V. FBO, LEASEHOLDER REPORTS & PUBLIC COMMENT

Mr. Erichsen handed out the UNICOM procedures that the Committee had previously reviewed for posting on the County Airport website. If any changes are deemed necessary, he requested the Committee members contact him. In addition, a subcommittee was also formed to prepare a "working document" and we are awaiting their report. Mr. Clarke advised that supplemental information is also available in the Aeronautical Information Manual.

Mr. Steve Bildman reported that 18 of the proposed new hangars have been pre-sold and that the respective clearing and rough grading is underway. Twelve additional hangars are scheduled for construction next year and two acres are being reserved for commercial-type development.

Mr. Bildman advised that there was an emergency landing at approximately 11 am today due to a vacuum pump failure. He advised that he contacted the Airport manager, Patuxent River NAS, and Maryland State Police.

Mr. Ned Clarke requested Mr. Bildman provide an update on taxiway maintenance. In particular, the repair of some low spots in the paved areas that historically collect water. Mr. Clarke described this as an important maintenance item during the winter months, where the accumulation of water results in the formation of ice, presenting aircraft control issues during taxiing. Mr. Bildman stated that low spots would be addressed in conjunction with a skim coat later this Spring.

VI. NEW/OLD BUSINESS

Mr. Corey Smith provided an update from the Signage subcommittee. The subcommittee was formed to address the specific language and locations for additional directional signage. Members include Corey Smith, Jim Dayton, Pat Weaver, Steve Bildman, Ken Studt, and Bill McNamara. To date, a GCO frequency sign and transient parking sign have been identified as possible needs. The balance of the recommendations will include; any remaining signage with message content, a schematic for taxiway lead lines, and possible areas for fencing modifications to avoid interference from car headlights on Airport Road to taxiing aircraft. Mr. Clarke advised that this could be accomplished at the May 1, 2004 walk-thru described earlier in the meeting.

Mr. Ken Studt also asked if the recording for the AWOS, had been modified to remove the "blowing" noise. Mr. Erichsen stated that the DPW&T had not completed it's evaluation, but that Corey Smith had agreed to contact the manufacturer to determine the most expeditious way to change the message and prevent future unauthorized modifications to same.

Mr. Adair requested an update of the Environmental Assessment and Mr. Erichsen advised that a Public Informational Meeting and workshop was going to be held during the May 24, 2004 Committee meeting. The meeting was also going to be published on the County website and in the Enterprise.

Mr. Lowry requested that the County initiate having the glider symbol placed on the FAA Sectional charts and website. Mr. Clarke advised that he would follow up on what is required to accomplish same and suggested that Mr. Lowry also coordinate with Pax River NAS Air Operations personnel.

Several aircraft owners inquired as to whether extended hours for the rear gate could be provided during the daylight hours. Mr. Erichsen advised that the DPW&T could revise the hours to between 6 AM and 9 PM and that these "Summer hours" could be in effect between May 1 and October 31. In addition, minor signage changes would need to be effected.

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.

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 8:12 p.m. The next meeting will be held on May 24, 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

