

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
April 27, 2009

Approved Minutes

I. CALL TO ORDER

Mr. Jim Davis, Chairman called the meeting to order at approximately 6:03 PM. Committee members Skip Shepard, Michael Brunnschweiler and Ned Clarke were also present. Since a quorum was present, official business could be conducted. Others in attendance are reflected on the Sign-In Sheet.

II. MINUTES

The Committee reviewed the draft minutes of the March 23, 2009 meeting. Mr. Clarke moved to accept the minutes as drafted, which was seconded and passed by a vote of 4-0.

III. CHAIRMAN'S REPORT

Mr. Davis summarized the April 18th airport inspection report, noting that the airport was in good condition. However, he stated that there were a few areas of concern that should be addressed: one being the area of a washout under a fence. This area should be filled so that animals (deer) do not get on the airfield. This area was on the southeast side of the airport perimeter fencing. The other area of concern was the mud that had been tracked onto the taxi ways and ramp. This appeared to be caused by the company that cuts the grass. Mr. Bildman stated that he would have the eroded area filled since he had soil stockpiled.

IV. PUBLIC COMMENT

Mr. Davis then opened the floor to public comment.

Mr. Davis requested that all committee members provide an e-mail address on the sign in sheet in order to send out the draft minutes in advance of the meeting. If a member does not have an e-mail address, a fax number will do.

The committee has decided that now is the time to start planning for the annual Crash & Rescue Drill.

The rotating beacon needs to be replaced since it could not be seen very well from the air (even on a clear night). The replacement has been moved up in the proposed Capital Budget by the BOCC to FY 2010 (July 2009) based on the Committee's prior recommendation.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Building Services has inspected the area as to where the electrical outlets have been requested for the aircraft engine pre-heaters and is presently trying to determine the routing and conduit and how to obtain the power no date as to when or if they will be installed.

It was also stated that when / if power outlets are installed that standards need to be set and followed: size of drop cords (extension cords) time of warm up that is allowed, wattage of heaters, where aircraft is to be parked. (Note that if a drop cord is picked up by a prop it could cause a great deal of damage to the aircraft and surrounding aircraft. If an engine ingest it could cause a great deal of damage to engine and aircraft).

Mr. Carlton stated that he would notify Department of Parks & Recreation to verify that it is under their contract to have the grass cut at the airport and notify them of the deficiencies that are being caused at the airport, mud on the ramp, taxiway. This is a concern because these could cause damage to an aircraft. Also about the vines, tree saplings that are growing along the fence line and need to be killed or removed from the fence.

Mr. Carlton explained that the runway extension was in the CIP Data as supplied by Delta. This would include the purchase of a portion of the property, relocation of the road, construction of a new road and round a bout, relocation of utilities that are required to extend the runway. This is a long and drawn out process.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Steve Bildman stated the cracks were being filled in the ramp and taxiways. He stated that the state has in the past supplied the paint for the Segmented Circle but didn't know who to contact. He also stated that he would have the area along the fence wash-out filled with soil, since he had the equipment on hand and fill on site.

Mr. Steve Bildman was also stated that Medstar wish to stay at this airport and is presently in negotiations for space in the terminal as an office area and request a copy of the past lease that used for the area. This Lease would be a month to month lease.

Mr. Bildman explained the areas of expansion that Air Tec was planning on to accommodate the state's new helicopter. This would involve the reskinning the hanger and building a new hanger this was shown on the aerial of the airport, this is the vacant grass area that is between the terminal and the State hanger.

Mr. Bildman stated that the State has purchased new helicopters.

Mr. Bildman stated that he would obtain the permit to reduce / kill the game / geese that may get on to the airport property. It was stated that they had a deer strike at the Bay Bridge airport.

Mr. Bildman stated that he was going to re-skin the hanger and that they were going to build a new hanger on the grass area between the police and the terminal building. Once that was complete the present hanger would be leased out to the general public

It was requested that during the construction for the runway expansion, that the vehicle gate be enlarged, this will make it possible for fire trucks and ambulances to get through the gate instead of going around to the other entrance gate incase of an emergency.

VII. NEW / OLD BUSINESS

The next scheduled meeting is scheduled for June 22, 2009. The meeting begins at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. Davis indicated that the agenda for the meeting was complete. Mr. Clarke moved, and Mr. Richardson seconded, a motion to adjourn the meeting. The motion passed by a vote of 4-0, and the meeting was adjourned at approximately 7:00 PM.

Respectfully submitted,

Approved,

Bob Carlton, Project Manager DPW&T
Recording Secretary

Jim Davis, P.E.
Chairman

St. Mary's County Airport Field Inspection Report – April 18, 2009

Field Survey Team: Mr. Bob Carlton, Project Manager, DPW&T
Mr. Jim Davis, AAC Chairman
Mr. Jacque LaValle, AAC Member
Mr. Skip Shepherd, AAC Member

The field survey team met at the St. Mary's County Airport at 9:00 AM and proceeded to make an inspection of the airport property including but not limited to county owned buildings, grounds, fence lines, runway pavement and taxi ways, signage, electrical lights and fixtures, wind direction machinery and general housekeeping.

Survey Results:

1. General - Weeds growing within pavement cracks on taxiway leading to new hangars. Heavy weed growth at spot D52 was observed and should be controlled.
2. Taxiway behind county hangar has major crack that needs filling by spot D52.
3. All fire plugs around hangars in need of paint (rusty).
4. Space between hangars N, O and P cannot grow grass and should be backfilled with gravel.
5. Excessive mud on ramp areas around hangars due to lawn mowers. This could pose a FOD hazard. Suggest we advise contractor to limit mowing only when the mud/grass areas are dry.
6. Grass cutting is too short, creating mud hazards and lack of grass growth.
7. Right side of hangar Q by transformer 11, drainage swales needs to be re-graded (trapped water) and reseeded for proper grass growth.
8. Weed control around hangars along drip edges needs to be initiated.
9. Re-plant grass around by Hangar G area.
10. Wash rack - stand pipes around facet need caps installed.
11. Trash within the tree line behind and to the right of the hangars.
12. Dirt mound behind hangar areas to the west needs to be knocked down and debris removed.
13. PVC half pipes piled in the drainage area and overgrown with grass. Need to remove.

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14. Re-seal cracks on taxiway Alpha
15. Most all taxiway and runway markings past their useful life. Need to repaint.
16. Advisory sign off taxiway Alpha at the end of RW 11, concrete damaged (spawling). Area needs to be regarded to prevent standing water
17. Runway end lights bases need painting. Lock nuts have excessive rust.
18. Excessive weeds on the edge of RW11, left side, 100 feet from the NW end.
19. Left over asphalt beneath the grass is being churned by the mowers, creating FOD hazard to aircraft.
20. RW11 and 29 Strobe light antenna cable needs proper clamping, not plastic tie straps.
21. Grass cutting needed and excessive vegetation growth on fence line North side of the runway.
22. Generally - Fence has vine growth.
23. Storm water drainage system between taxiway Alpha and the runway is severely deteriorated. Sink holes exists at runoff ramps and all grates. Extensive repair will be required. Personnel hazard as well as aircraft hazard if grass area is used for landing (gliders).
24. All new signage concrete pads require new grass seed
25. Most runway edge lights appear to have been hit with machinery; suspect mowers.
26. Recommended electrical outlets have been marked on the lower parking ramp by the terminal building.
27. AWOS equipment is not within the perimeter fence line, and though hard, can be accessed from outside the airport property.
28. Signage at pedestrian gate needs re-alignment given the gate is always open.
29. Public Telephone removed from restroom area and should be replaced.
30. Perimeter Fence Line Repairs (See Figure 1 attached)
 - a. NW of Hanger G – Extensive overgrowth along fence line.
 - b. Tree fallen over fence and post is dislodged from fence.
 - c. Fence line compromised because of critters undermining fence.
 - d. Spare truck tire along fence line needs to be removed.

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- e. The SW and NW fence line is overgrown with sizable trees and brush. Recommend that both sides of the fence be groomed on a regular basis and that a contractor be hired to remove all trees and debris from the area on a yearly basis. Failure to provide this service will compromise the existing fence which will result in costly repairs in the near future.
 - f. Tree line inside of fence near end of runway 11 needs to be removed. Evidence of deer residing in this area may pose a problem to landing traffic.
 - g. Tetrahedron appears to be operating normally.
 - h. Windsock mast is bent and out of alignment approximately 20 degrees from the vertical. Recommend mast be re-aligned.
 - i. Fence line along north side and east of runway 29 appears to be in good condition and no need of repairs.
31. Airport lighting system was checked out on evening of April 18th and appeared to be functioning properly. Airport intensity lights were working satisfactorily when Unicom frequency was activated 5 to 7 times on frequency 123.0.
32. County Hanger appeared to be in good condition, with no reported roof leaks. Aircraft stored in hanger appeared to be properly stored with good housekeeping.
33. Rotating Beacon intensity was earlier reported as inadequate and it is understood that it will be raised and replaced under the 2010 budget.

Summary:

The general housekeeping within the airport boundary area appears to be very good. The fence line, especially south, east and north of the end of runway 29 appears to be in good shape. This is due to the grooming on both sides of the fence line. In contrast, the south, west and north ends of runway 11 are not properly maintained because of limited access; therefore, this area needs to be addressed or the life of this fence line will be compromised and expensive repairs can be expected in the not too distant future.