

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
April 28, 2008

Approved Minutes

I. CALL TO ORDER

Mr. Jim Davis, Chairman, called the meeting to order at 6:00 PM. Committee members Rich Richardson, Ned Clarke, Skip Shephard, Joe Mitchell and Randy Willis 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 from the March 24th meeting. Joe Mitchell moved and Ned Clarke seconded a motion to approve the March minutes as drafted. The motion passed by a vote of 6-0.

III. CHAIRMAN'S REPORT

Mr. Davis mentioned that a local chapter of the MOMS Club visited the airport on Tuesday, March 25th. The MOMS Club is a non-profit support group for parents that stay at or work out of the home. The Experimental Aircraft Association (EAA) assisted in the visit. The purpose of the field trip was to educate the children and their parents on general aviation and to give them a close-up look at aircraft. Trooper 7 of the Maryland State Police was also available for the group to visit.

Mr. Davis reported on the spring annual inspection of the airfield, which was held on Saturday, April 19, 2008. The committee had decided that the perimeter fence would be the particular focus for this spring's inspection. Mr. Whipple and Mr. Bill McNamara presented a video of the inspection for the committee's review. General items of note include; 1) ramps, taxiways, and runway are generally in good shape with minor amounts of vegetation and cracking observed, 2) Lighting and Signage is generally in good shape, but the electrical sheathing on the VASI's is deteriorating and needs replacement, 3) the crossing to the Wind-T and Segmented Circle has been repaired, 4) The Wind-T is missing a cover plate on an electrical junction box, 5) the segmented circle requires touch-up paint, and 6) some storm drain inlets between taxiway and runway need repaired. With respect to the perimeter fence, the fence is generally in good shape, but requires the removal of vegetation in several low-lying areas and along Airport Road, some brackets need replacement, and some fencing material needs galvanized paint to address rusting. The committee agreed to prioritize the fence work as follows: 1) remove vegetation outside the fence (saplings, etc.), 2) remove vines on the fence itself, and 3) remove vegetation inside the fence line.

IV. PUBLIC COMMENT

Mr. Davis then opened the floor to public comment, of which there was none.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation. He reported that the Maryland Aviation Administration conducted their annual airport safety inspection on Monday, April 14, 2008. The airport passed the inspection and will receive the renewed operating permit by April 30th. The MAA inspector also provided spare wind socks for the maintenance program.

Mr. Whipple mentioned that the Civil Air Patrol lease was being forwarded to the Civil Air Patrol for final signatures and approval by the Board of County Commissioners.

Mr. Whipple reported that he met with the prospective contractor for the wetlands mitigation project on April 2, 2008 to discuss the project planning phase. The contractor is ready to mobilize to the field to begin surveying and engineering for the next phase of the work.

Mr. Whipple stated that the sign vendor shipped the signs and that they were received by the County. The County issued a purchase order to one of its on-call vendors to install the signs. The committee will be updated on the progress of the work.

Mr. Whipple also reported on the development review cycle for April and May 2008, noting that there were two proposed developments within the Airport Environs (A/E) zoning overlay. The proposed developments are characterized as "Normally Compatible" in accordance with Chapter 43 of the Comprehensive Zoning Ordinance. Item #1 on the May agenda was a minor site plan for a communications tower outside of the A/E overlay, which was referred to the Department of Land Use and Growth Management for further review.

Mr. Whipple also mentioned that the 2008 Maryland Regional Aviation Conference is scheduled for September 10 -12, 2008 at the Frederick Municipal Airport. The event is sponsored by the Maryland Airport Manager Association, the Frederick Municipal Airport, and the Maryland Aviation Administration. Questions can be addressed to Sean Hammer at (301) 864-5844 or www.marylandairportmanagers.org.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman stated that Airtec is preparing to tear down Building E (a.k.a. the Shack) under the terms of their lease with the County. The target date is August 1, 2008. Mr. Jim Davis asked that current tenants be notified as soon as practical. Mr. Bildman responded that Airtec is currently looking for temporary space for five aircraft plus storage.

Mr. Steve Bildman (Airtec) reported that the courtesy car experimental program was costing approximately \$150 a week just for gas. In light of this, Mr. Bildman requests that the County entertain the possibility of assigning a vehicle out of the general pool for this service.

VII. NEW/OLD BUSINESS

The fourth Monday of May is Memorial Day, therefore the committee agreed to combine its May and June meetings and schedule the next meeting for Monday, June 16, 2008. 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. Ned Clarke moved, and Mr. Rich Richardson seconded, a motion to adjourn the meeting. The motion passed by a vote of 6-0, and the meeting was adjourned at approximately 7:10 PM.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Jim Davis, P.E.
Chairman