

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
June 22, 2009

Approved Minutes

I. CALL TO ORDER

Mr. James J. Davis, Committee Chairman, called the meeting to order at approximately 6:00 PM. Committee members Randy Willis, Ned Clarke, Michael Brunnschweiler and Jacque LaValle 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 April 27, 2009 meeting. Mr. Davis requested that the April 2009 airport inspection report be attached to the meeting minutes. Mr. Davis also mentioned that the perimeter fence was in good condition, but that vegetation needs to be removed before the condition of the fence is permanently compromised, especially on the southeast corner of the airport along Airport Road. Mr. Davis stressed that both sides of the fence line need to be addressed. Mr. Whipple stated that the County will mow along the fence lines and determine the mechanism for using work release personnel to provide labor under the supervision of the FBO. A motion to accept the amended minutes passed by a vote of 5-0.

III. CHAIRMAN'S REPORT

Mr. Davis stated that the Experimental Aircraft Association's Young Eagles Rally on Saturday, June 13 turned out to be a great success, with over 120 youth receiving free airplane rides utilizing 13 planes. Steve Bildman stated that this event was the best organized of any event to date with safety and marshalling of aircraft a top priority. Several personnel from other EAA chapters attended, enhancing the airport's interaction with general aviation enthusiasts throughout the area. Mr. Davis agreed to follow up with the EAA with respect to clean up procedures in the Terminal.

Mr. Davis opened discussion concerning plans for an emergency exercise with the local first responders. The committee reviewed the option of aircraft familiarization training for the volunteer fire department and rescue squad personnel, but determined that the available manufacturer's literature proposed for such training would not be useful for such training.

Also noting that planning for the last field exercise in 2007 started as early as February that year, the committee determined that a table-top emergency exercise would be more feasible with the available time left to meet an October/November 2009 target schedule. Mr. Davis entertained a motion to proceed with a table-top exercise with the Department of Public Safety and local first responders scheduled for some time in October. The following agencies will be invited to participate; Hollywood and Bay District Volunteer Fire Departments and Rescue Squads, the Naval Air Station Fire Department, the Civil Air Patrol, and the Department of Public Safety as lead agency. The committee also recommended that the table-top exercise be coordinated with the local first responder's established training schedule for their convenience. The motion passed by a vote of 5-0.

IV. PUBLIC COMMENT

The committee welcomed Gary Whipple back to County employment after his extended active duty tour with the Navy Reserves. Mr. Whipple appreciated the committee's kind words and expressed his desire to assist the committee in achieving its goals.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple and Mr. Bob Carlton represented the Department of Public Works and Transportation. Mr. Whipple noted that the final drafts for the Wildlife Hazard Management Plan, the Airport Security Program, and the Airport Emergency Plan were being finalized through the efforts of Delta Airport Consultants and DPW&T under a special grant from the Maryland Aviation Administration. Draft copies were forwarded to committee members for review, and Mr. Whipple asked for comments by Wednesday, June 26th.

With respect to the Wildlife Hazard Management Plan (WHMP), the committee discussed the need to obtain depredation permits from the U.S. Fish and Wildlife Service and the Maryland Department of Natural Resources for the primary species of concern listed in the USDA's December 2005 consultation (Canada geese, European starling, American Crow, and white-tailed deer). The committee determined that Mr. Steve Bildman, as the on-site Operations Manager/FBO, is the best candidate to act as Wildlife Coordinator under the plan. Mr. Bildman was in agreement to take on this responsibility under his Operating Agreement. Mr. Whipple will assist Mr. Bildman in developing the Airport Wildlife Log, awareness programs, and other administrative requirements identified to fully implement the WHMP.

With respect to the Airport Security Program and the Airport Emergency Plan, the committee wants to ensure that the plans are coordinated with the updated Rules, especially in terms of vehicle parking and access to the airfield. The committee members need more time to review the details of the draft plans and will submit any comments directly to Mr. Whipple.

Mr. Whipple reported that the wetlands mitigation plan is being revised due to unfavorable soil conditions at the St. Clements Shores Wastewater Treatment Plant. The consultant has reviewed other property within the County and is proposing that an identified and suitable piece of property in the Agricultural Preservation District be used for the proposed mitigation. The County is determining the feasibility of using the proposed property and the steps required to address its current status.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman, Airtec, Inc. updated the committee on the effort to support MedSTAR operations out of the airport. He submitted a site plan for Technical Evaluation Committee (TEC) development review in June, and is planning to construct a 4,800 SF hangar. The new hangar will house Trooper 7 for the Maryland State Police, and the MedSTAR operation will be located in the existing MSP hangar. MedSTAR is also interested in leasing the space in the terminal building for a crew area, and DPW&T will work directly with MedSTAR to finalize the terminal lease. He also indicated that the Maryland Airport is a possible candidate to house Trooper 7, so every effort should be made to support our local initiatives to retain this service in St. Mary's County.

Mr. Bildman stated that T-Hangar occupancy is now at 100%. He also stated that the radio in the Piedmont Flight Center needs to be repaired, which requires a proper shipping address to be provided by the County. Additionally, the fuel tanks have been upgraded to be double wall / lined tanks.

Mr. Bildman requested the status of the Civil Air Patrol (CAP) lease. Mr. Whipple stated that it had just been received back from the Civil Air Patrol and was with the County's Legal Department for review. He stated that the CAP needs to be assigned a permanent tie-down spot and that their trailer needs.

VII. NEW / OLD BUSINESS

The next scheduled meeting is scheduled for July 27, 2009. The meeting begins at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

Mr. Davis brought up that the airport needs to become more general aviation friendly, and has requested that the committee develop ideas on how to make this happen. He stated that he has had numerous reports that Tappahannock air port is very general aviation friendly and would like to see this happen locally as well, focusing on developing the Terminal as an active business entity.

The committee also discussed the removal of the pay phone in the Pilot Lounge, and the Department of Public Works and Transportation will determine the cost and means of re-establishing phone service.

Mr. LaValle stated that he was asked by the FAA to be the airport's FAA safety officer and that he accepted.

The committee mentioned that vehicles need to park parallel, vice perpendicular, to T-Hangar doors. The Airport Rules will be revised to reflect this requirement.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. Davis indicated that the agenda for the meeting was complete. A motion to adjourn the meeting was offered, seconded, and passed by a vote of 5-0. The meeting was adjourned at approximately 7:30 PM.

Respectfully submitted,

Approved,

Bob Carlton, DPW&T
Recording Secretary

James J. Davis, P.E.
Chairman