

Airport Advisory Committee Meeting

Captain Walter Francis Duke Regional Airport
July 17, 2003

Approved Minutes

I. CALL TO ORDER

Korey Smith, Chairman, called the meeting to order at 6:07 p.m. Members present were: Bill McNamara and Joseph Mitchell.

Staff members present were: George Erichsen - DPW&T Director, Airport Manager, and Recording Secretary.

Other attendees were: Steve Bildman, Michael Bowman and Shawn Carrol.

II. MINUTES

A motion was made by Joseph Mitchell and seconded by Bill McNamara to approve the May 19, 2003 minutes as presented. Motion passed.

III. CHAIRMAN'S REPORT

Quorum Clarification - 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." As such, tonight at least three (3) members must be present to constitute a quorum.

Airport Manager Update - The approved FY04 Operating Budget indicates that the Airport Manager's position has been deferred until April 2004.

Revenue Update - For the period 7/1/02 - 5/31/03, the Airport generated \$138,244 in revenue.

Appointment of New Committee Member - The Board of County Commissioners appointed Mr. John Stuber to fill one of the two vacancies in the Committee. However, due to a scheduling conflict, Mr. Stuber could not be present this evening.

Annual Report Clarification - Although a recent memorandum was forwarded to all committees and commissions to submit their annual reports in February 2003, the Committee had already completed same.

Automated Weather Operating Station (AWOS) - The Maryland Aviation Administration's contractor is currently soliciting for proposals to complete the required clearing for commissioning of the system.

AAAE Conference – The 45th annual conference will be held on August 23-27, 2003. Registration information is included in the Committee members meeting packages.

EAA Young Eagles Rally - As part of a community aviation outreach program, the EAA conducted an International Young Eagles' rally on June 14th where 77 new Young Eagles were flown. The additional Press Releases by the County seemed to help advertise the event and the EAA members were pleased with the turnout.

Environmental Grant Application - The Board of County Commissioners signed the FAA Grant Application and a copy of their endorsement for the project is attached for informational purposes. It should be completed in 24 months after receipt of the formal Grant award.

Airport Rules & Minimum Standards - The discussion will be deferred until the August meeting. Committee members should concentrate on Section I, paragraphs A thru E.

IV. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS

Calvert County Chamber of Commerce - The DECD Director, Mr. Savich, Commissioner President McKay and myself made a presentation to the Chamber on June 12, 2003. The purpose was to gain support for the Airport as a Regional asset. The Chamber agreed to obtain a letter from their Board of Commissioners supporting our efforts at this airport facility.

Airport Name Change - The individual Commissioner members seem receptive and supportive of the concept of renaming the Airport as a "Regional" facility. In particular, naming the terminal after Captain Duke. The members commented on this as it has been a discussion item at several meetings and voiced their support as well.

Revised Tie-Down Lease Agreement - The members commented on the amended tie-down lease agreement. Since the revised lease addressed the issues that resulted in their dissention at the May 19, 2003, they agreed with the newly drafted text. A motion was made by Joseph Mitchell and seconded by Bill McNamara to recommend the lease as drafted, be accepted and recommended for approval by the Board of County Commissioners. Motion passed. The Committee was advised that the standardized lease would be approved as to both form and sufficiency at the next available Commissioner meeting. *In the cover letter to leaseholders, the County plans to indicate that, if the lease is not signed, that charges will be in accordance with the rates assigned to transients.*

Revised Hangar Lease Agreement - The members briefly commented on the amended hangar lease agreement. A motion was made by Joseph Mitchell and seconded by Bill McNamara to recommend the lease as drafted and dated 6/2/03, be accepted and recommended for approval by the Board of County Commissioners. Motion passed. The Committee was advised that the standardized lease would be approved as to both form and sufficiency at the next available Commissioner meeting.

Economic Impact Analysis - As a follow-up to prior Committee meetings, a scope for the completion of an Economic Analysis was included in the members' packages. As this was to be the first tasking of the now deferred Airport Manager hiring, and was to be an integral part of preparing an Airport Business Plan, a consultant will be preparing same. The Committee expressed their concurrence with moving forward with this initiative.

Capital Projects - The members were presented with a June 10, 2003 listing of projects the DPW&T is pursuing with the monies currently available in the capital accounts.

Expression of Interest - As a follow-up to the decision to defer the hiring of an Airport Manager, the Committee had previously discussed the possibility of a contingency plan. The plan would include soliciting specific services from the existing FBO's at the Airport. The contingency plan was formally outlined in a May 28, 2003 memorandum to the County Administrator (presented to the Committee). The solicitation document was presented and discussed by the Committee. The issues raised focused more on the mechanics of implementation, rather than the basic concept and need. As such, it was agreed that the solicitation continue and that perhaps an FBO could submit a proposal that included a reduction in rent and/or an assignment of responsibility through the County.

Ground Communication Outlet (GCO) IFR Traffic Repeater/Transceiver - The receiver has been delivered and a temporary frequency assignment application submitted to the FCC. At present, a dedicated phone line in the County's main (blue) hangar is required prior to installation. Special thanks should be passed on to Committee member Ned Clarke for his efforts in securing this equipment.

Smart Ride BWI Shuttle Service - With the lease signed, SmartRide plans to begin their service on August 11, 2003. With the Committee's concurrence, we would like to authorize the use of the terminal for SmartRide's request to hold an open house later in July to allow transportation vendors (Charles, Calvert, MTA, STS, Friendly Cab, etc.) an opportunity to display and promote their services. In addition, this would represent a kick-off for Smart Ride. The members voiced their support.

Airfield Inspection - The County has been approached by a graduate student from Embry-Riddle that would like to conduct an airport inspection on July 20, 2003. Chairman Korey Smith agreed to contact her and possibly arrange a time to conduct the inspection. It would provide a good opportunity as outreach to the community and to verify the items in the Committees' prior March 8, 2003 inspection report.

V. FBO AND LEASEHOLDER REPORTS

Kimbles Aviation Sublease and DMTU Addendum - After a presentation by Mr. Bildman and Mr. Carrol, the members briefly discussed and commented on the general provisions of the sublease. The Committee members were very appreciative of the presentation and thanked the applicants for their report. A motion was made by Joseph Mitchell and seconded by Bill McNamara that there was no objection to the addendum and sublease between Kimbles Aviation Services, Inc. and DMTU, LLC. It was understood that if material changes are made to the amendment to the sublease, the Committee would expect to be given the opportunity to review the document again. Motion to concur with the sublease as drafted, with a recommendation for approval by the Board of County Commissioners passed.

Self-Maintenance Pad - A self-maintenance pad has been constructed in conjunction with the new hangar construction and in accordance with the Rules and Minimum Standards, which requires the County to designate such a facility. Mr. Bildman indicated it could be used to perform self-maintenance. A discussion regarding self-maintenance was initiated, and Mr. Erichsen will provide further information at the next regularly scheduled meeting.

VI. NEW BUSINESS

VI. PUBLIC COMMENTS

Pre-heater - Mr. Cumbie raised the issue of the location of the pre-heater and provisions for continued use and storage in the County's main hangar. Both Mr. Bildman and Mr. Carrol indicated that they had pre-heaters that could be used at no charge, upon request. It is believed that the pre-heater could be relocated near door #4 of the main hangar and that storage should be in accordance with the same provision of the soon to be adopted Hangar Lease, which would require a modest monthly fee based on the square footage required.

Zoning Ordinance Provisions - Mr. Bildman discussed the issues he was having with the current zoning of the airport property. As per the new Land Use & Growth Management Department, all uses at the Airport are Conditional Uses, which limits the ability to build new facilities without filing an application with the Board of Appeals. Mr. Erichsen advised that he had met with the new Director, Mr. Cananvan, on July 10, 2003 and believes that a text amendment could resolve the matter. With a newly adopted and approved Airport Master Plan, facilities at the Airport should not need to be treated as Conditional Uses.

Terminal Building Use - Mr. Bildman requested the use of the terminal sometime between July 22 and 28, 2003 to host an event. He was advised to contact the DPW&T to reserve the specific time and date.

VII. ADJOURNMENT

The meeting adjourned at approximately 8:45 p.m. The next meeting will be held on August 25, 2003 at 6 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 Erichsen, Airport Manager
& Recording Secretary

Korey Smith
Chairman

