

## **Airport Advisory Committee Meeting**

Captain Walter Francis Duke Regional Airport  
July 26, 2004

### **Approved Minutes**

#### **I. CALL TO ORDER**

Ned Clarke, Chairman, called the meeting to order at 6:02 p.m. Other members present were: Bill McNamara, Korey Smith, and Erin Lesko. Recognizing that there was a quorum, Mr. Clarke noted that the official business could be conducted, unlike the June 28, 2004 meeting.

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

#### **II. MINUTES**

As no motions could be made on the Meeting Minutes during the June 28, 2004 meeting, Bill McNamara motioned "to approve the March, April, and May minutes as presented". The motion was seconded by Mr. Korey Smith and passed with a vote of 4-0. Mr. Erichsen advised that he would ensure that the approved minutes were also posted on the website.

#### **III. CHAIRMAN'S REPORT**

Revenue Update – For the period 7/1/03-5/30/04, the Airport generated \$70,256 in revenue. The next report will be for FY 05 only, which began on July 1, 2004.

Mr. Clarke advised that he would provide a full update on the DTN computer / GCO equipment at the next regularly scheduled meeting.

Rules & Minimum Standards, beginning on page 16, Section II-Aircraft Operation will be deferred until the September 27, 2004 meeting, time permitting.

#### **IV. PUBLIC COMMENT**

Mr. Rusty Lowry expressed concern that the NOTAM issued during the air ship demonstration project had not been fully removed. Mr. Ned Clarke advised that this category of NOTAM was filed with the FAA who properly posted it as a local NOTAM with the Leesburg Flight Service Station. The NOTAM was subsequently removed. There was no ending date on the NOTAM, but it was subsequently cancelled. Apparently the call Mr. Lowry made to check NOTAM status routed him to the Altuna Flight Service in Pennsylvania. Mr. Lowry also advised that we may want to consider trailing the AWOS recording with NOTAMS once the AWOS is published and

commissioned. The frequency can also be published on aeronautical charts by the Maryland Aviation Administration at that time.

Mr. Lowry also took the opportunity to commend the work that the County was doing with respect to grass mowing around the hangar facilities and tie-down locations. With respect to Mr. Lowry's prior inquiry regarding the ability to requesting a glider symbol on the various aeronautical charts to indicate that glider activity is occurring on and in the vicinity of the airport, Mr. Clarke stated that he would follow-up on same.

Jacque LaValle stated that the airport name should be changed back to St. Mary's and felt that it was a safety related issue. Mr. Clarke advised that this matter was presented to the Board of County Commissioners in their Annual Report in April 2004. It has been a matter of considerable discussion since the formation of this Committee.

Bernie Wilder concurred and added that the Bay Bridge frequency and runway configuration 29 /11 are the same and perhaps should be changed because it can be confusing. Mr. Clarke advised that the Committee is not hearing a high degree of complaints and therefore does not seem to present a priority problem at this time. In fact, Mr. Jim Dayton of Piedmont is not pushing the issue and he is the heaviest user of the CTAF.

Ken Studt reported that some items on the DTN, METAR and TAFS are not working. Mr. Clarke advised that he would provide a report and update at the next regularly scheduled meeting.

## **V. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS**

Mr. Erichsen advised that the standard Lease Agreements approved by the Board of County Commissioners would be mailed out during the first week in August, with the requested information to be received by September. Mr. Erichsen advised that there would probably need to be an extension of time given, but certainly no later than November 1, 2004 before activation of the proximity card reader system.

Mr. Erichsen distributed a copy of a proposal from Rommel dated May 12, 2004 for the replacement of the REIL system. Anticipated costs are \$15,390 for each end of the runway. A budget amendment is required to secure the needed funds and will be processed through the County Finance Department.

The long awaited proximity card reader system should be in place by October 2004, pending receipt of all the information from hangar and tie-down customers. The system will provide 24 hour access to both transient users and current fixed base tenants. An issue needing resolution will be the personnel gate at Piedmont which should be a push button ingress and egress. Mr. Erichsen advised that this 24 hour access would be coupled with activated security cameras.

Mr. Erichsen reminded the Committee about the June 28, 2004 presentation made by Anthony Pucciarella, owner and publisher of The AutoPilot magazine, Mid-Atlantic edition. As this is a non-County "for profit" organization, an Expression of Interest (EOI) needs to be issued in order to entertain the proposal further. FAA grant assurances preclude the County from entering into non exclusive or non competitive arrangements. The draft EOI was presented as a part of the Committee's handouts for the evening and will be finalized and issued through Procurement and coordinated with the Department of Economic and Community Development, prior to the next regularly scheduled meeting. The County wants to ensure that aviation related opportunities are pursued for use of the available terminal space. Corey Smith motioned "to approve the

Expression of Interest and recommended that Mr. Erichsen proceed with the solicitation". The motion was seconded by Committee member Erin Lesko and passed with a vote of 4-0.

Mr. Erichsen advised that the AED unit in the terminal was recalled by BWI. Also, the operating instructions for the Ground Communications Outlet (GCO) were distributed and briefly discussed. Mr. Erichsen stated that a motion for approval was not necessary. The respective instructions will be posted on the website and he will also determine the cost and location for airfield informational signage regarding same, similar to the handout which was derived from <http://www.nrairport.com/equipment/gco.htm>

Mr. Erichsen took the opportunity to share The Southern Maryland Navy Alliance support letter to the Board of County Commissioners which emphasized the economic importance of corporate jet landing ability. Mr. Erichsen also reminded the Committee of a similar letter of support received from the Calvert County Commissioners earlier in the year.

Lastly, Mr. Erichsen passed out the Maryland Aviation Administration formal announcement that advises that on July 8, 2004, Mr. Bruce Mundie would be retiring from the MAA effective June 30, 2004. His replacement, Mr. Ashish J. Solanki, has been appointed to the Director of the Office of Regional Aviation Assistance position. Mr. Solanki can be reached at 410-859-7064.

## **VI. FBO AND LEASEHOLDER REPORTS**

Mr. Pat Weaver presented the status of the hangar construction. In short, the foundation work is expected to be completed by the end of August, followed by the building erection in September. Issues regarding interim fencing and paving during construction will be coordinated with the Department of Public Works & Transportation who issued the Grading Permit.

In response to an inquiry about the condition of the paving in several areas of the airport, Mr. Clarke advised that he, Mr. Smith and Mr. McNamara would be providing a report reflecting the results of their April inspection. Mr. Erichsen requested that the report include a request to add the yellow lead in lines from the taxiway as well as to address the runway Unicom Number

with black paint as we have received complaints that the 123.0 looks more like 123.8. In addition, Mr. Erichsen suggested that the County paint all the "T" tie-down areas with white and designated the ramp number in accordance with the new leases.

## **VII. NEW/OLD BUSINESS**

Mr. Smith suggested to the Committee that it may be prudent to cancel one of the next upcoming meetings to accommodate everyone's busy schedules. Mr. Smith made a motion to request the August meeting be cancelled and that the Committee reconvene in September. The motion was seconded by Mr. McNamara and passed with a vote of 4-0.

## **VIII. ADJOURNMENT**

Having heard no additional comments, Mr. McNamara recommended the meeting be adjourned. The motion was seconded by Erin Lesko and passed with a vote of 4-0. The meeting was

adjourned at approximately 7:12 p.m. The next meeting will be held on September 27, 2004 at 6:00 p.m., at the County Airport in the Terminal Building Conference Room. The meetings are normally held on the 4<sup>th</sup> Monday of the month.

Respectfully submitted,

Approved,

---

George A. Erichsen  
Recording Secretary

---

Ned Clarke  
Chairman