

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
July 30, 2007

Approved Minutes

I. CALL TO ORDER

Mr. Bill McNamara, Chairman, called the meeting to order at 6:00 PM. Other members present were: Korey Smith, Skip Shephard and Rich Richardson. Joe Mitchell and Ned Clarke were excused. Recognizing that a quorum was present, Mr. McNamara noted that official business could be conducted. Others in attendance are reflected on the Sign-In Sheet.

II. MINUTES

The Committee reviewed the draft May 14, 2007 and June 25, 2007 minutes. Korey Smith moved to accept the minutes as drafted. Skip Shephard seconded the motion which passed by a vote of 4-0. The approved minutes for April have been posted to the County website.

III. CHAIRMAN'S REPORT

Mr. McNamara welcomed Mr. Rich Richardson to the committee as a new member appointed by the Board of County Commissioners. Mr. Richardson introduced himself and briefed the committee on his aviation background and experience with the Marine Corps and NAS Patuxent River. He was well received.

Mr. McNamara reviewed the results of the July 26, 2007 Planning Meeting for the Crash and Rescue Drill. The scenario was finalized with the Department of Public Safety, who will have a consultant onboard to provide an evaluation of the response. The Exercise Checklist from the FAA's Advisory Circular was handed out as a reference tool.

IV. PUBLIC COMMENT

Mr. McNamara opened the floor for discussion and comment about the pending Crash and Rescue drill. The public in attendance was supportive of the efforts to provide emergency response training, but expressed valid concerns about exercise planning and communication with airport tenants. It was decided that a NOTAM should be issued before the exercise to properly advise the flying public. This would be the responsibility of the FBO. The public also inquired as to how and when the taxiway would be closed. It was agreed that a NOTAM would be issued during the drill for the taxiway from the pumps to the west end. Also, Civil Air Patrol cadets would provide not only perimeter control but also direct pilots as needed. The public also recommended that the drill supervisors monitor the CTAF and UNICOM during the drill. FBO personnel would be available during the drill, and the subcommittee decided to meet with the Sheriff's Department and Department of Public Safety to review the communications plan before the exercise. It was also suggested that emergency vehicles run with their lights on while on the airfield.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation. He stated that the County conducted an informal hearing on the wetlands mitigation project on June 22, 2007. The FAA grant application was forwarded to the Washington Airports District Office on July 11, 2007, and the Pre-Proposal Conference was held on 26, 2007, with proposals due August 24, 2007. The hearing for the Phase I non-tidal wetland permit was

held on July 24, 2007 with the Maryland Department of the Environment, Non-Tidal Wetlands Division. The discussion centered mostly on coordination issues concerning the proposed grading and drainage of the wetlands area west of Lawrence Hayden Road.

Mr. Whipple reiterated that the County received FAA approval of the transient signage package on May 8, 2007. The solicitation package was completed in late May and forwarded to the Procurement Office on June 8, 2007. The project is awaiting formal advertisement and bids.

Mr. Whipple noted that the Automated Weather Observation System (AWOS) maintenance contract with Vaisala, Inc, the installer, was due for renewal. The contract covers quarterly inspections required by the FAA and an on-call technician to trouble shoot system failures. The first year of the maintenance contract has been successful, and Mr. Whipple recommended extending the contract for one more year. After discussion, the committee voted 4-0 to extend the maintenance contract.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Steve Bildman and Mr. Pat Weaver were absent from the meeting, and therefore no reports were available.

VII. NEW/OLD BUSINESS

The next scheduled event will be the Crash & Rescue Drill scheduled for Saturday, August 25, 2007, with the meeting point being the Walter F. Duke Terminal Building Conference Room. The exercise will begin at approximately 8:00 AM.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. McNamara moved to adjourn the meeting. Skip Shephard seconded the motion, which passed by a vote of 4-0. The meeting was adjourned at approximately 6:55 PM.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Bill McNamara,
Chairman