

Airport Advisory Committee Meeting

Captain Walter Francis Duke Regional Airport
August 25, 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, Ned Clarke, and Joseph Mitchell.

Staff members present were: George Erichsen - DPW&T Director, Airport Manager, and Recording Secretary. Also present were John Savich and Karen Everett of the County's DECD.

Other attendees were: Sharon Winkler of Martin's Shuttle Service and Amy Cavero (Attorney at Law) and Mack McCulloch representing AT&T.

II. MINUTES

A motion was made by Joseph Mitchell and seconded by Bill McNamara to approve the May 19, 2003 minutes as presented. Mr. Smith requested a friendly amendment to the motion, to include a minor clerical change to the third sentence under Item V. entitled "FBO and Leaseholder Reports". In particular, to change "amendment to the sublease..." to read, "addendum and sublease..." The friendly amendment was accepted by Mr. Mitchell and the motion subsequently passed with a vote of 4-0.

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. There are four present this evening and therefore a quorum exists.

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

Revenue Update - For the period 7/1/03 - 7/30/03, the Airport generated \$1,918 in revenue.

Automated Weather Operating Station (AWOS) - The Maryland Aviation Administration's contractor is still in the process of completing the required clearing for commissioning of the system.

Environmental Grant Offer - The Board of County Commissioners will be signing the formal FAA / MAA Grant Offer at their regularly scheduled meeting on August 26, 2003. Mr. Erichsen

advised that the project should be completed in 18-24 months after receipt of the County Notice To Proceed.

EAA Fall Flyin – Mr. B.D. Wilder's May 5, 2003 correspondence to the DPW&T requests that the local Chapter 478 hold their annual Fly-in on September 20, 2003 and requests use of the terminal facilities and ramp areas. Mr. Erichsen advised that the information was simply included in the Committee members packages for informational purposes.

Embry-Riddle Student Inspection – Mr. Smith advised that on July 20, 2003, he had conducted an inspection of the airport with a graduate student as a part of one of her assignments. Mr. McNamera inquired as to whether the results of the inspection would be forwarded to the Committee for their information. Mr. Smith indicated that he would follow-up on that matter and saw no reason why the information could not be made available. It should provide some validation of the Committees' prior March 8, 2003 inspection report.

Annual Meeting Schedule – As a matter of point, the County should consider publishing the remaining meeting schedule dates in lieu of monthly, either will ensure compliance with the Open Meetings Act.

Transportation Awareness Workshop – A handout from the August 12, 2003 was included in the Committee members packages. The even was sponsored by the Tri-County Council and SmartRide and was held in the terminal building. From verbal reports, Mr. Smith advised that it seemed to have gone well. Mr. Erichsen advised that it was well attended and received.

IV. DIRECTOR OF PUBLIC WORKS & TRANSPORTATION REPORTS

Airport Security Cameras - The two security cameras obtained from surplus Sheriff equipment have been installed by the Building Services. Locations were as discussed with the Committee; one is mounted on the terminal building facing the 24 hour automatic egress gate at the terminal ramp; the other is mounted on the other County-owned hangar facility (currently occupied by Piedmont Flight Center) and is facing the 24 hour pedestrian entrance gate.

Expression of Interest (EOI) – Mr. Erichsen advised that the results of Solicitation #04-AP-17849, for soliciting specific services from the existing FBO's at the Airport were submitted. All existing FBO's either did not respond or declined to provide assistance for these services. Nor was an attempt to negotiate same in "exchange" for lease payment "reduction / adjustment."

Contingency Planning – Mr. Erichsen advised that, as a result of the EOI, his Department is working with the Real Property Manager to draft a Memorandum of Understanding with the office of the Sheriff to initiate a contractual arrangement in which the DPW&T budget contributes 2/3, and the Sheriff budget contributes 1/3 of the operating costs needed to provide supplemental management oversight. It is estimated that approximately \$25,000 or 2-3 man-days per week is all that is required at this time to adequately provide needed assistance on the airfield. The members agreed to this course of action by the Director of the Department of Public Works & Transportation.

Ground Communication Outlet (GCO) IFR Traffic Repeater/Transceiver - The receiver has been delivered and a temporary frequency assignment application submitted to the FCC. The dedicated phone line in the County's main (blue) hangar has now been secured. Mr. Clarke advised the AirInc would be at the airport on August 26, 2003 to begin the installation process. A copy of the Installation and Operations Manuals will be made available for the County's permanent record.

Tie Down Assignments – Mr. Erichsen advised that the August 22, 2003 correspondence in their packages would represent the standard County response to individuals who repeatedly park either their personal vehicles or their aircraft outside their designated and approved location(s). Not only is it in violation of the current Airport Rules, but it is just not a courteous act. In addition, any additional violation may result in additional fees under the current tie-down rate. Mr. Clark advised that he didn't realize that there were that type of people on the airfield. Mr. Erichsen requested the Committees concurrence regarding the content of the correspondence. The following motion was made by Mr. McNamara: *"To support staff's use of the August 22, 2003 correspondence as an acceptable standard letter to be used in responding to the unauthorized use of assigned tie-down spaces, based on provisions in the adopted Airport Rules"* and was seconded by Mr. Mitchell. The motion passed with a vote of 4-0.

Smart Ride – Operations began on August 18, 2003. A copy of the promotional handout was made available to the Committee members which included contact information and a schedule from the Captain Walter F. Duke Regional Airport.

V. FBO AND LEASEHOLDER REPORTS

No reports were presented.

VI. NEW BUSINESS

AT&T Tower Application- Mr. Erichsen advised that the minutes to the prior Board of Appeals meeting and tower detail were in their review packages (for purposes of record) and offered time for the members to read same. After a brief overview of the project by Mr. Erichsen, Ms. Amy Caverio (Attorney at Law) and Mack McCulloch, representing AT&T fielded several general questions. Most importantly, Mr. Ned Clarke observed that when discussing the tower height at Dorsey Park, that AT&T representatives refer to same as 150', when in fact, the tower height is actually 155' if the 5' tall lightening rod is included. Mr. McCulloch indicated that he did not believe that AT&T was going to install the lightening rod. Nonetheless, Mr. Clarke advised that it is important to clarify that the height is actually 155'. Mr. McCulloch noted that the prior Sprint approval at the Board of Appeals was for a 159' tower. Mr. Clarke read the following motion into the record: *"After presentation by AT&T representatives, and upon review of the previous Board of Appeals minutes, we recommend that the Commissioners maintain the prior position as stated by Mr. Ned Clarke and Mr. George Erichsen during the Board of Appeals meeting held on January 24, 2002. It remains the responsibility of the applicant to ensure that these conditions are met via approval from the Federal Aviation Administration. In particular, with respect to AT&T's responsibility to satisfy the Board of Appeals Conditions (#11 and #13) for protection of both the airport environs and approach minimums."* The motion was seconded by Joe Mitchell and subsequently passed by a vote of 4-0 after it was agreed that no additional Committee action would be required on the application.

MASS, Inc Service- Ms. Sharon Winkler made a brief presentation about her current operations and a proposal to provide door to door shuttle service as a compliment to the SmartRide operations recently leased at the airport. MASS currently has four 15-passenger vans with possible grant monies to secure a natural gas vehicle. Ridership / occupancy is only at about 1-3 persons each way. She advised that MASS would be offering a "reservation" not an "on demand" type service. Ms. Winkler proposes that her organization would like to post signs, pay an access loop-fee and advertising fee for use of parking areas in front of the County terminal building. 90% of her revenue is BWI related. Her goal would be to offer hour on the hour service with expanded

routed to Reagan International and Dulles airports. They plan to become credit card friendly in the near future to attract DOD customers. Ms. Winkler added that she is the cheapest door to door service with a base fee of \$68 plus 20% gratuity for a single rider. However, unlike SmartRide, their pricing scheme is flexible in that rates are lower as the number of passengers per trip increases. Mr. McNamara asked for an example of same and Ms. Winkler advised, SmartRide charges a \$100 flat rate for two riders while MASS would charge \$88. Mr. Mitchell inquired as to the specific licensing required for drivers and Ms. Winkler stated that drivers need a public service commission license for courtesy commercial vehicle operations. Licensing is dependent on the number of passengers, type / size and use. The County may also want to consider authorizing legitimate carriers at the airport with a "certified provider designation". At the end of the presentation, Mr. Erichsen advised that in accordance with the approved Development Review Procedures, staff would review the proposal and prepare a draft letter to Ms. Winkler for review by the Committee at their next meeting—just as was accomplished with the Smart Ride proposal. In addition, since there are revenues / fees involved, signage, space allocations, designated pick-up location(s), insurance issues, FAA concurrence etc., that a lease would be the appropriate method of approving the service at this facility. Upon Ms. Winkler's departure from the meeting, Mr. Erichsen advised that there needs to be more than a single informational sheet submitted by an applicant, if they are serious about pursuing business at the airport facility.

Zoning Ordinance Amendment- Mr. Erichsen explained that he has been having discussions with the new Land Use & Growth Management Director regarding development projects on and adjacent to the County airport. It is our collective recommendation that projects shown on the approved Airport Master Plan should not have to go through a the Conditional Use Application process. In addition, we feel that there may have been an error in the Zoning Ordinance text (use # 85) because public use and private use facilities were not differentiated between. Certainly, the extensive public approval and federal / state review process involved in the Master Plan would support this recommendation. Mr. Erichsen advised that this could be handled by a simple footnote in the Use Table presented to the Committee as a part of their packages. Mr. Joe Mitchell made the following motion: *"We recommend that the Regulation of Use Table, shown on Page 50-19 of the Comprehensive Zoning Ordinance be expeditiously amended by the Department of Land Use & Growth Management to allow for development proposals to be processed as Permitted Uses on Industrial Zoned Property in accordance with the Adopted Airport Master Plan (Airport Layout Drawing). In addition, that proposals for development not shown on the Master Plan, remain subject to the Conditional Use Application process."* Bill McNamara seconded the motion which subsequently passed by a vote of 4-0.

Master Plan Update- Mr. Erichsen advised that the FAA requires that the County maintaining an updated Master Plan and Property Map (Exhibit A). This is typically done informally via "pen and ink" changes and more formally after every major capital grant project such as a runway extension. Since property has been conveyed to the County and needs to be "dedicated for airport use", and the two recent hangar leases (both the offsite Airport Development LLC project and onsite SM Hangars, Inc. project) have been executed by the Board of County Commissioners and are either constructed or in the site plan approval process, it may be prudent to initiate an update to the Master Plan. In particular Sheets 2 and 9 of 9. Hearing no question, Mr. Mitchell read the following motion into the record: *"The Committee has no objection to County staff proceeding with preparation of a pen and ink change / formal update of the adopted Airport Master Plan document as approved by the Board of County Commissioners and Federal Aviation Administration on September 3, 2002 and November 19, 2002, respectively. In particular, to reflect the approved hangar development on land currently under lease by the Board of County Commissioners to the Airport Development LLC and SM Hangars, Inc. projects."* Motion was seconded by Mr. McNamara and subsequently passed by a vote of 4-0.

Rules & Minimum Standards Update- Section I discussion scheduled for tonight will be deferred until the September meeting.

VI. PUBLIC COMMENTS

Strobe Shields – The County manufactured blinders at the ends of the runway should be readjusted and / or repaired.

R/W to Taxiway Striping – The addition of striping, from the runway, down the center of the ramps to the taxiway would greatly help pilots “find” the location of the taxiway exit locations and would result in safer aircraft ground navigation.

Airfield / Airside Signage- In addition to basic signage, direction to facilities and services is still needed along the taxiways (ie. transient parking area). There are specific and cost effective frangible posts and sign standards that could be used. In addition, the County may want to consider adding signs that indicate that for vehicles left on airport property or on the airfield overnight, that the County is not responsible for damage. Loss etc.

Secured Parking- The County could consider providing and charging for secured parking or have permit parking for individuals wishing to leave their cars for an extended period of time within the perimeter security fence.

VII. ADJOURNMENT

The meeting adjourned at approximately 8:20 p.m. The next meeting will be held on September 22, 2003 at 6:00 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

