

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
September 24, 2007

Approved Minutes

I. CALL TO ORDER

Mr. Bill McNamara, Chairman, called the meeting to order at 6:00 PM. Other members present were: Erin Lesko, Korey Smith, Joe Mitchell, Skip Shephard and Rich Richardson. Ned Clarke was 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 July 30, 2007 minutes. Joe Mitchell moved to accept the minutes as drafted. Rich Richardson seconded the motion which passed by a vote of 5-0. The approved minutes for May and June have been posted to the County website.

III. CHAIRMAN'S REPORT

Mr. McNamara prepared a video presentation of the September 15, 2007 Crash and Rescue Drill which will remain on file with the Department of Public Works and Transportation. The preparations for the drill began at 6:30 AM as the Hollywood Volunteer Rescue Squad arrived at the Terminal Building to prepare the volunteer "victims" for their role as wounded passengers. The subcommittee was on hand by 7:00 AM to finalize last-minute logistics. The event started at approximately 8:30 AM with the first units arriving at Gate 3 within the prescribed five to seven minutes of receiving the call.

The Hollywood Volunteer Fire Department On-Scene Commander was the first on scene and proceeded through Gate 3 and set up his command post in the vicinity of the crash site. However, the following units did not have key cards to operate the vehicle gate (as was identified during the planning stages of the drill). The On-Scene Commander did not block Gate 3 open for the following units, nor were the following units redirected to the Maryland State Police gate (Gate 2), which has a key box. The units made it through Gate 3 approximately six minutes after arriving on scene. The decision was made to issue four more sets of key cards to the Hollywood Fire Department. The rescue departments and hazardous materials response teams arrived shortly after the Hollywood Volunteer Fire Department.

The following comprises a short summary of the notes taken at the exercise debrief, which was conducted by the subcommittee, the consultants hired by the County, and the HFVD command team:

- Airport Management needs to station a representative at the on-scene command post during the duration of the event.
- Airport management needs to have a radio back-up for future drills. Primary radio failed.
- HVFD needs the T-hangar buildings marked more prominently.
- HVFD needs more key cards for the vehicle gates.
- HVFD needs the vehicle gates to be numbered.
- Radio traffic discipline needs to be established more quickly. (23 minutes)
- Emergency vehicles did not run emergency lights while on the airfield to warn pilots of their presence.
- No foam was available. (trapped personnel; fuel spill)

- Fuel spill area needs to be marked in the future. This caused the extraction of the wounded to be relocated to the taxiway after being initially staged through the spill area unknowingly.
- EMS personnel did not have enough back boards.
- Triage was conducted too close to the aircraft.
- Need better separation of priority 1 and priority 2 personnel.
- Need to identify deceased casualties with some type of marking. Volunteer played the role extremely well, but the responders counted him as "unconscious". This also caused the actions with the coroner not to be triggered.
- Some EMS personnel were not employing the Personal Protective Equipment (PPE).

Despite these shortcomings, the exercise was an overall success, and it established closer working relationships with the airport and the emergency responders. All parties involved expressed their enthusiasm for conducting another drill in Calendar Year 2008. Planning will begin in the spring of 2008.

IV. PUBLIC COMMENT

Mr. McNamara opened the floor for discussion and comment about the Crash and Rescue drill. The public in attendance recognized the efforts to provide emergency response training, and it appears that the exercise did not significantly impact the use of the airport during the drill. The FBO did issue a local NOTAM before the exercise to properly advise the flying public.

Mr. McNamara noted that the next semi-annual airfield inspection was due in October. The committee and the FBO agreed upon Saturday, October 20, 2007 at 9:00 AM.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation. He stated that the Maryland Department of the Environment, Non-Tidal Wetlands Division, is extending the decision period for the Phase I wetlands permit until October 8, 2007. MDE is requesting additional information concerning the proposed grading and drainage of the wetlands area west of Lawrence Hayden Road.

In anticipation of the permit, the County received two proposals for the wetlands mitigation work on August 31, 2007. Both offerors were determined to be qualified, and the County is coordinating with the FAA to identify additional funding. The County received the Maryland Aviation Association (MAA) grant agreement for the State portion of the wetlands mitigation project on September 24, 2007.

Mr. Whipple reiterated that the County received FAA approval of the transient signage package and has formally advertised the project with a bid due date of September 27, 2007.

Mr. Whipple noted that the County issued its annual letter to Airtec with respect to winter operations at the airport. The letter addresses FAA Advisory Circular AC 150/5200-30A and the Notice to Airmen (NOTAM's) associated with winter weather. It was also noted that the County needs to review its snow plowing operations as they pertain to plowing on the shaded sides of buildings to ensure that access to buildings is not impeded.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Steve Bildman reported that the final inspection for the building will be conducted next week (week of October 1, 2007) and that the second building is scheduled to arrive the following week. Mr. Bildman is ready to conduct the October 2007 airfield inspection.

VII. NEW/OLD BUSINESS

The next meeting is scheduled for Monday, October 22, 2007 beginning at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

The NOTAM for the VOR 29 Approach remains as old business with continuing efforts to pursue information from the FAA at Andrews AFB.

A new business item is the establishment of a subcommittee to oversee revisions to the Airport Emergency Plan based upon assessments of the September 2007 exercise.

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 6-0. The meeting was adjourned at approximately 7:20 PM.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Bill McNamara,
Chairman