

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
September 25, 2006

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, Ned Clarke, and Stan Sweikar. Joe Mitchell notified the Chairman of his absence beforehand and agreed to be available via cell phone if necessary. 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 minutes. Korey Smith moved and Stan Sweikar seconded a motion to approve the July minutes as drafted. The motion passed with a vote of 4-0. The approved minutes for June are posted to the County website.

III. CHAIRMAN'S REPORT

Mr. McNamara reviewed the status of the airfield walkthrough action items, noting that most of the requirements were already addressed, such as the replacement of the damaged sign on Taxiway B, the replacement of the photocell for the R/W 11 VASI light, the upkeep of the wind-T and segmented circle, the clearing around the AWOS, and the removal of unauthorized dumping. To continue its efforts in monitoring the condition of the airport, the committee will conduct its next semi-annual walkthrough on Saturday, October 14, 2006, beginning at 9:00 AM and report its findings at the October meeting.

Mr. McNamara noted that the handouts for the meeting include the BOCC 2007 Legislative Proposal Form by which interested parties may submit proposed state legislation to the County Commissioners for their consideration and endorsement. The form requests the justification for legislative action, references to current code, and specific language for the proposed legislation, due to the Assistant County Attorney by October 3, 2006. The form is provided to possibly petition the BOCC and state legislature for real estate disclosure requirements for property adjoining the airport. Prior information provided to the committee included the July 2006 handout of the Chapter 43 Zoning Ordinance and the airport environs zoning map reviewed at the June 2006 meeting. The committee requested that the form be e-mailed to members in order to have time to act before the deadline.

The committee discussed the County's development review process as it relates to the airport. Gary Whipple noted that all Concept Site Plans are reviewed by the both the Land Use and Growth Management Department (LUGM) and the Department of Public Works and Transportation (DPWT). The development application requires the applicant to indicate whether or not the property is located within the Airport Environs (AE) overlay as defined by the Zoning Ordinance. Each month, LUGM forwards to DPWT a list of all proposed development, and those projects within the AE overlay are indicated for further review by DPWT. As an example of how the process currently works, Gary Whipple handed out two DPWT memos that communicated the department's findings and recommendations for two past reviews. Gary Whipple also mentioned that the Department can add standard language to record plats that references the Chapter 43 zoning requirements. The committee agreed that the standard language should be developed and recorded on the necessary documents.

The committee is also interested in how the County measures the height of a building with multiple roof lines. For purposes of airport impacts, the County considers the highest point of

the structure. The Concept Site Plan requires elevations of the proposed structure for review by the Planning Commission. If a development appears to approach the FAA control surfaces, the developer is required to file a Notice of Proposed Construction or Alteration (Form 7460-1) with the FAA and receive approval before final zoning approval.

IV. PUBLIC COMMENT

Mr. McNamara then opened the floor to the public for open comment and discussion. The public asked for follow-up concerning the development immediately north of the end of R/W 11. This parcel is immediately north of parcel 9 on the Airport Property Map. Gary Whipple reported at the July 2006 meeting that the parcel is currently cleared and zoned commercial with no immediate development plan per the real estate agent listed on the property sign. There was also concern about the Airport View Office Campus under proposed development. Gary Whipple indicated that the development review files would be reviewed and a report given at the next meeting.

The public also notified the committee about the theft of an aviation headset. The FBO was notified of the incident, and they notified the proper authorities as well as the other pilots. A reward was offered for the return of the property. A review of the airport security indicated that lighting and security gates were operational during the time period of the incident.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department. Mr. Whipple advised the Airport Advisory Committee about the meeting with the FAA on September 21, 2006 to develop the draft FY08 Airport Capital Improvement Program (ACIP). A handout of the draft program was distributed to the committee for review and comment. The program includes Airport Drive realignment, taxiway separation and extension, runway extension, obstruction removal, land acquisitions and easements, Lawrence Hayden Drive relocation, and wetlands mitigation, all in accordance with the Airport Master Plan and the Environmental Assessment approved in June 2006. Total funding through FY13 is \$11,785,000, of which 95% is eligible for FAA funding. FAA's general guidance was to proceed with land acquisition and wetlands mitigation in FY08. The committee reviewed and accepted the scope of work, the estimated costs, and the phasing of the work. Committee members were encouraged to direct any questions about the Draft ACIP to the Department.

Gary Whipple reminded the committee about the FAA proposed rule requiring Mandatory Special Awareness Training as posted in the Federal Register, Vol. 71, No. 128 of July 5, 2006. Comments on the proposed rule were due by September 5, 2006. Full copies of the proposed rule were made available at the July meeting. The Department will notify the committee about the final rule when it is published.

Gary Whipple noted that the AWOS maintenance contract with Vaisala was extended through September 2007. The maintenance contract will be an annual contract for monitoring and inspection services with the option for extensions based upon satisfactory performance. Vaisala provided a replacement radio in early September under the terms of the new contract. The Department had provided grounds maintenance and clearing around the AWOS earlier in the summer and will continue to monitor. Vaisala is also working with Mr. Bray Besse of URF and the County's IT Department to connect the AWOS system to the FAA's automatic database. The target for completing this work and removing the temporary equipment is mid-October 2006 per Mr. Besse.

The Department requested that the FBO remind leaseholders about the need to control pets on the premises of the airport. The letter, dated September 22, 2006, requires that all pets be kept out of the operational areas of the airfield and out of buildings.

Gary Whipple also noted that the Self-Fueling Permit for Piedmont Flight Center was renewed until September 7, 2007. He also mentioned that the REILS light, which had the photocell recently replaced, was inspected and serviced again after a recent inquiry.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman reported that the Pilot's Lounge is complete and open, now that the GCO radio and key lock box have been relocated. The furniture is in place. He also reported that the seal coating of the older hangar area was completed during September. The committee asked about the procedures for seal coating the taxiways with a concern about impacts to airfield operations. Mr. Bildman indicated that, with favorable conditions, the taxiways can be ready overnight. To minimize impacts to weekend use, the taxiways are usually treated during the week.

VII. NEW/OLD BUSINESS

The next meeting is scheduled for October 23, 2006 at the County Airport in the Terminal Building Conference Room. The meetings are normally held on the 4th Monday of the month.

Gary Whipple indicated that AirTec's lease proposal, as reviewed by both the Department of Public Works and Transportation and the Airport Advisory Committee, has been forwarded to the County Attorney's Office for final review and presentation to the County Commissioners for approval. Recent attorney comments, received on September 21, 2006, will be addressed before presentation to the Commissioners.

Gary Whipple referred to the July 2006 handout summarizing the requirements and recommendations for a comprehensive Wildlife Hazard Management program (WHMP) for the airport. On August 10, 2006, the Department of the Interior issued a final rule and notice of record of decision to implement changes to 50 CFR Parts 20 and 21, Migratory Bird Hunting and Permits; Regulations for Managing Resident Canada Geese Populations, allowing more flexibility in managing resident populations. The rule states "the State would continue to have the legal ability to impose either further State restrictions ...or decline participation of airports in their state. As with all federal regulations, the State may always be more restrictive." The State Department of Natural Resources will be contacted to ascertain the status of any state reaction to these rules.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. McNamara recommended the meeting be adjourned. Ned Clarke moved to adjourn the meeting, which was seconded by Mr. Sweiker and passed by a vote of 4-0. The meeting was adjourned at 7:25 PM.

Respectfully submitted,

Approved,

Gary B. Whipple, P.E.
Recording Secretary

Bill McNamara
Chairman