

## **Airport Advisory Committee Meeting**

Captain Walter Francis Duke Regional Airport

September 27, 2004

### **Approved Minutes**

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

Ned Clarke, Chairman, called the meeting to order at 6:05 p.m. Other members present were: Joe Mitchell, Bill McNamara, Korey Smith, and Stan Sweikar. Recognizing that there was a quorum, Mr. Clarke noted that the official business could be conducted.

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**

Following review of the draft minutes, Joe Mitchell motioned "to approve the July minutes as presented". The motion was seconded by Mr. McNamara and passed with a vote of 5-0.

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

Mr. Clarke discussed the inoperative TAF /METAR computer. With the screen going blank, it is useless for flight planning purposes. We need to determine the support entity for the computer and contact them to perform the necessary repairs to the system.

Mr. Clarke advised that the AWOS VHF radio is defective and is transmitting on the wrong frequency and that it would need to be returned. Mr. Erichsen has been in contact with Great Mills Trading Post and Ashish Solanki (MAA) regarding the final clearing necessary for AWOS operations. IT was agreed that the most suitable place to relocate the AWOS would be the adjacent room currently occupied by the Civil Air Patrol. Mr. Clarke agreed to contact the representative and discuss.

The Ground Communications Outlet (GCO) is working properly and the respective power and phone surge protectors have been installed.

Mr. Clarke requested Mr. Sweikar provide an update on the prior pilot lounge discussions. It was agreed that the lounge should remain in it's current location until an Airport Manager is hired and / or the Expressions of Interest are reviewed.

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

Mr. Ken Studt posed several questions regarding the new tie-down leases. Mr. Clarke provided the following responses; a notary is required, the 24-hour personnel gate has push button ingress / egress, key cards will be issued in "blocks" by ramp area (ie. A, B, C, D). Mr. Clarke said that he had spoken to Mr. Erichsen who advised that all leaseholders would be receiving a personal call from DPW&T as a part of this process, but that he is attempted to get at least 75% of the information prior to implementing.

Mr. Bob Hansen asked what the procedures are when a transient parks in a tenants assigned tie-down spot. Mr. Clarke recommended that tenants park their personal vehicle in their assigned spot. In addition, the County was evaluating the use of signage and pavement marking designations that tie into the new leases. At present, all transient and leased tie-down locations are full.

Mr. Allen Wirth advised as to what the status of the tornado damaged AeroCommander 10X was. In particular whether it could be moved since it is structurally unsound and a danger to other aircraft. Mr. Wirth also requested to be advised of getting tie-downs replaced. Mr. Clarke advised to send a formal written correspondence to Mr. Erichsen. The DPW&T should respond similar to how they responded to Mr. Corey Smith when he requested same. Mr. Clarke also assured Mr. Roy Gray that if a tie-down is replaced, that DPW&T would inform them as to a secure and interim parking location during construction.

Mr. Corey Smith inquired as to the process needed to get that grass out of the cracks and the joints filled in identified areas of the airfield pavement. Mr. Clarke advised that Mr. Erichsen was requesting possible funding options from the Federal Aviation Administration, and if that did not materialize, than local funding would need to be pursued. Mr. Smith and Mr. McNamara should be providing a final report reflecting their observations during their April inspection.

Mr. Terry Adair indicated that there was a pothole at the end of the taxiway near the T-Hangars and adjacent to the existing fire hydrant. Mr. Pat Weaver advised that he would take the necessary action(s) to ensure that it was properly filled in.

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

On behalf of Mr. Erichsen, Mr. Smith provided the following brief update on DPW&T items: Standard Tie-down Leases information from tenants was requested in writing on 8/5/04 with request for information by 9/3/04 (see attached response summary). REIL System repair budget amendment was forwarded to the Board of County Commissioners and discussed at their September 21, 2004 budget work-session. Expression of Interest (EOI) solicitation for use of terminal space has been issued and is due prior to the next Advisory Committee Meeting. (Note: the solicitation was forwarded to AutoPilot Magazine). Draft Economic Impact Assessment has been received from the consultant and a copy has been included in the Committee members' packages for review and comment. It was agreed that Mr. Joe Mitchell would lead these discussions at the October 25, 2004 meeting. DPW&T is requesting local and FAA funding: paving, crack sealing, patching, tie-down upgrades. GCO operating instructions approved at the last meeting are now posted on website and DPW&T will be pursuing posting of airfield instructional signage as per the last Advisory Committee inquiry. The Committee needs to ensure that the Chamber of Commerce Government Affairs Committee representative attends the appropriate meetings. DPW&T is requesting the Committee provide Capital Improvement Program budget input for the upcoming FY 06-FY11 budget cycle discussions.

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

Mr. Pat Weaver presented the status of the hangar construction. In short, four buildings are completed and paving is anticipated in the immediate future. Issues regarding interim fencing and gating during construction will be coordinated with the Department of Public Works & Transportation who issued the Grading Permit.

Mr. Steve Bildman advised that the new center section of T-hangars should begin in mid October and he wanted to make sure that there was a snow removal plan in place. Mr. Clarke advised that he would have Mr. Erichsen provide an updated addressing snow removal at the October or November meeting.

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

After discussion regarding the needed input for the upcoming capital and operating budget cycle, the following suggestions were acknowledged by the Committee; Repave all surfaces, upgrade rotating beacon, extend taxiway all the way to R/W 29, Install run-up pad at R/W 11, install second taxiway finger to the runway similar to the R/W 29 end, add additional tie-downs and designated transient tie-downs, recommend filling the Airport Manager Position, update glider symbol on charts, reflect actual weight capacity of the runway, designate a helo pad and landing area on the airfield, address taxiway lighting, evaluate location for painting compass rose on a ramp area, evaluate feasibility of a café or other food service-type operation.

## **VIII. ADJOURNMENT**

Having heard no additional comments, Mr. Sweikar recommended the meeting be adjourned. The motion was seconded by Korey Smith and passed with a vote of 5-0. The meeting was adjourned at approximately 7:16 p.m. The next meeting will be held on October 25, 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,

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George A. Erichsen for Korey Smith  
Recording Secretary

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Ned Clarke  
Chairman