

St. Mary's County Regional Airport  
Airport Advisory Committee Meeting  
October 25, 2010

***Approved Minutes***

**I. CALL TO ORDER**

Mr. Jim Davis, Chairman, called the meeting to order at 6:00 PM. Committee members Skip Shephard, Jacque LaValle, Bob Mullennix and Randy Willis were also present. Rich Richardson was excused. Since a quorum was present, official business could be conducted.

**II. MINUTES**

The Committee reviewed the draft minutes from the September 27<sup>th</sup> meeting. After review and clarification of the next meeting date, Jacque LaValle moved and Randy Willis seconded a motion to approve the minutes as drafted with the date correction. The motion passed by a vote of 4-0. The approved minutes for past meetings are posted to the County website.

**III. CHAIRMAN'S REPORT**

Mr. Davis led the committee in a review of the draft terminal restaurant development plan submitted at the July 26<sup>th</sup> meeting and the draft Expression of Interest (EOI). Mr. Whipple briefed the content and format of the EOI, indicating that the document states the purpose of the initiative in a preamble, lists necessary facility alterations, lays out financing options, details required elements of the food service operations, describes the support facilities to be provided by the County, and gives a sample of the standard lease that would finalize any agreement. The committee provided general comment on the EOI document and modifications were agreed to as indicated;

- The financing option for vendor-funded alterations will indicate that a rent reduction would be part of any negotiated percentage of gross earnings payable to the County.
- The need for fire suppression in the Food Preparation area (Rm 112) will be more clearly addressed in the section for facility alterations.
- The need for an alcohol beverage license will be added to the section on required elements of the food service operation, asking the offerors to comment on the need for such a license in their proposal.
- The roll-up door from the Food Preparation area (Rm 112) will be closed off to the exterior with a partition wall for pest control purposes as reviewed by the Health Department. This would have to be timed to coordinate with initial set-up to allow equipment to be brought in from the airside through the roll-up door.
- The vendor will be expected to bring deliveries through the terminal lobby to the Food Preparation area to preclude any need for the vendor to access the airside of the airport.
- Additional signage will be needed, and the County should consider covering the cost of any signage pertaining to airport security. The vendor should cover the advertising signs.
- Under the Form of Agreement section, Financial Capacity/Responsibility item, the description should include more than just a discussion about insurance, to include a balance sheet summary of liability, assets, cash flow and ability to make payments to proposed suppliers and vendors.
- On the draft lease, paragraph 14 on airport security needs to be evaluated in terms of a food service operation.
- Evaluation criteria need to be considered before the document is released.
- Transient parking for aircraft (landing fees) needs to be considered.

The committee also would like to be briefed on the process for advertising, receiving and evaluating the expressions of interest. Mr. Whipple stated that a committee member should be involved in the source selection and will make that recommendation. The committee agreed that the draft document could go forward for County review and approval for advertising as amended. Noting that the Procurement Office estimates up to a maximum of 90 days for advertisement preparation, the intent is to submit to the Procurement Office in the November/December 2010 timeframe, for an advertisement no later than February/March 2011. Once proposals are received and evaluated by the committee and the County staff, the recommendation will go forward to the Commissioners for review and final approval.

The FAA Notice for pattern work at non-controlled tower airports in the Special Flight Rules Area (SFRA) was informational only to St. Mary's County Regional Airport. Mr. Willis pointed out that all pattern work at 2W6 stays well clear of the Washington, DC SFRA and that Potomac Consolidated TRACON, the issuer of the notice, does not have airspace jurisdiction for the airport. That jurisdiction belongs to Patuxent Approach.

Mr. Davis and Mr. Whipple reviewed the November 6<sup>th</sup> date for the Emergency Exercise Drill.

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

The public in attendance commented that the terminal restaurant Expression of Interest should include or address evaluation criteria for the proposals received. The County will consider, address.

The Hollywood Volunteer Fire Department indicated that their organization has not been formally contacted to organize the November 6<sup>th</sup> Emergency Exercise. Mr. Whipple will follow up with the Department of Public Safety.

The public in attendance requested an update on the beacon project. Mr. Whipple indicated that the Pre-Bid Conference is set for Wednesday, October 27, 2010, with any contract being awarded in the December time-frame. Lead times for the tilt-down poles are 12-14 weeks, so the pole and beacon will not be in place until the late winter, early spring 2011.

#### **V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT**

Mr. Whipple stated that the Maryland Department of Planning has cleared the Chaptico Park site as the third wetland mitigation area as of October 20, 2010. Angler Environmental is projecting a completion of wetlands construction by March 2011.

Mr. Whipple also reported that the County Commissioners met in executive session on October 5, 2010 to approve the offers and authorize staff to proceed with negotiations for the three parcels identified for acquisition. The three parcels are needed to relocate Airport Road and Lawrence Hayden Road in support of the Airport Master Plan.

Mr. Whipple stated that the County is pursuing non-AIP eligible projects from the State of Maryland for a precipitation discriminator for the AWOS to improve reliability. The County will also pursue additional crack sealing for the runway and taxiway, either through its rental contract or through a direct advertisement for bids.

Gary Whipple noted that the Technical Evaluation Committee (TEC) review for the month of November had no significant development concerns within the Airport Environs (A/E) overlay, as indicated on the handouts provided to committee members. The Department will continue to monitor development that impacts the airport.

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

Mr. Bildman of AirTec, Inc. reported that the construction of the new hangar is complete with Use and Occupancy permit in-hand. The lease with the State is approved by the County and the Department of General Services. MSP Trooper 7 will move into the new hangar spaces the last week of October. Renovations to the existing hangar will take most of the month of November. MedSTAR is projected to be in the existing hangar by December 2010.

Mr. Bildman presented a request for a lease extension dated October 6, 2010 for the Airport Development, LLC property (Lot 1, 5.057 acres), the most recent T-hangar construction. The present financial environment would allow Airport Development, LLC to get more favorable mortgage rates from lenders, but a long-term lease would make the refinancing more favorable. Mr. Bildman indicated that the current lease allows up to three (3) 5-year extensions to the initial lease. The committee determined that the lease extension would be in the best interests of the airport and the County. Jacque LaValle moved and Randy Willis seconded a motion to recommend approval of the lease extension. The motion passed by a vote of 6-0.

Mr. Davis asked what was going to happen to the pilot's lounge once MedSTAR moved into the existing hangar. The phones and restrooms need to be addressed since the County will not support leaving the terminal building open 24/7. If the pilot's lounge moves to the terminal, the restrooms for the lounge would have to remain over at the County hangar. The pilot's lounge plan needs to be discussed in terms of the restaurant initiative and the overall plan for the terminal.

Mr. Blidman reported that all the hangars and tie downs are rented; the airport is at 100% capacity. He has one transient tie-down rented to a individual who is waiting for a hangar or tie down place.

## **VII. NEXT MEETING**

Mr. Whipple reminded the committee that the November and December meetings are combined to Monday December 6, 2010, as agreed upon at the July 2010 meeting. The next scheduled meeting is Monday, December 6, 2010. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

## **VIII. ADJOURNMENT**

Mr. Davis indicated that the meeting was complete. Mr. LaValle moved and Mr. Shephard seconded a motion to adjourn the meeting which passed by a vote of 6-0. The meeting was adjourned at 7:10 PM.

Respectfully submitted,

Approved,

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Gary Whipple, P.E. DPW&T  
**Recording Secretary**

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Jim Davis, P.E.  
**Chairman**