

St. Mary's County Regional Airport
Airport Advisory Committee Meeting
December 5, 2011

Approved Minutes

I. CALL TO ORDER

Jim Davis, Chairman, called the meeting to order at 6:00 PM. Committee members Jacque LaValle, Vice Chairman, Ray Bednarcik, Skip Shepherd and Rich Richardson were present. Committee alternate Constantine 'Jack' Pappas was also present and sat in for committee member Bob Mullennix, who was excused in advance. Randy Willis submitted his resignation in October. Since a quorum was present, official business could be conducted.

II. MINUTES

The Committee reviewed the draft minutes from the October 24, 2011 meeting as amended by input received from Jacque LaValle. Receiving no other comment from committee members, Jacque LaValle moved to approve the minutes as amended. The motion was seconded by Rich Richardson and passed by a vote of 6-0. The approved minutes for prior meetings are posted to the County website.

III. CHAIRMAN'S REPORT

Mr. Davis and Mr. LaValle reminded the committee that the newly revised committee by-laws governing the administration of the committee were adopted at the July 25, 2011 meeting. The office of committee secretary remains vacant and members are encouraged to volunteer for the position. The appointment of the committee secretary was tabled until the January 2012 meeting.

Mr. Davis led a brief discussion about the food service initiative for the terminal building. Mr. Whipple, representing the Department of Public Works and Transportation, reported that the final Request for Expression of Interest (REOI) is with the Procurement Office awaiting advertisement based upon their prioritized workload. The solicitation was scheduled to be released in November 2011, but that target was missed due to no fault of the committee. The committee requested additional follow up with County leadership, and the Department will continue to push the advertisement process.

The committee reviewed the plan to add two additional tie-down spots on Ramp A and two additional spots on Ramp D. The FBO and the County will determine the location for two additional grass tie-down locations at the west end of Ramp D. The Department of Public Works and Transportation will order the anchors and schedule the installation with the Highways Division.

The committee reviewed and confirmed the decision to invest in maintaining the current pilot's lounge at the County hangar with inclusion of internet connectivity, with the option to move the pilot's lounge to the terminal building, with procured amenities already in place, when conditions become favorable to do so.

IV. PUBLIC COMMENT

The public in attendance reviewed the goals and objectives of the food service initiative for the terminal building, noting how the terminal is currently underutilized and how a food service operation, in whatever capacity that is feasible, can enhance the use of the airport.

The public in attendance also noted that the County had fixed the VASI (Visual Approach Slope Indicator) for R/W 29 per the request made at the October meeting. They also requested that the County inspect the Runway End Indicator Lights (REILs) as well.

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V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation had nothing significant to report on the capital improvement plan. Mr. Whipple did hand out the draft County Airport Capital Improvement Plan (ACIP) based upon input received from the FAA. Mr. Whipple asked that committee members review the documents and bring their comments to the January meeting.

Mr. Whipple included the monthly report on proposed developments within the Airport Environs (A/E) overlay. For the month of December 2011, there were no development proposals with an apparent impact on airport operations. The Department will continue to monitor the monthly development review submissions.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Steve Bildman and Pat Weaver represented the FBO and reiterated that all transient spots are full, necessitating the need to move quickly on installing additional tie down spots on Ramp A. Mr. Whipple indicated that he would move to schedule the work with the Highways Division once the anchors are in hand.

VII. NEXT MEETING

The next committee meeting will be on Monday, January 23, 2012. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

VIII. ADJOURNMENT

Mr. Davis noted that the agenda was complete, and Mr. LaValle moved that the meeting be adjourned. Mr. Shepherd seconded the motion, which passed by a vote of 6-0. The meeting was adjourned at 7:30 PM.

Respectfully submitted,

(signed)

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

Approved,

(signed)

Jim Davis, P.E.
Chairman