

Airport Advisory Committee Meeting
St. Mary's County Regional Airport
December 7, 2009

Approved Minutes

I. CALL TO ORDER

Mr. Ned Clarke, Committee Vice Chairman, called the meeting to order at approximately 6:00 PM. Committee members Rich Richardson, Skip Shephard, Michael Brunnschweiler and Jacque LaValle were also present. Members not present were on excused absences for travel. Since a quorum was present, official business could be conducted. Others in attendance are reflected on the Sign-In Sheet.

II. MINUTES

The Committee reviewed the draft minutes from the September 28th meeting. Mr. LaValle clarified that the handout received at the meeting is the same document previously transmitted via e-mail, and Mr. Whipple confirmed that they were one in the same. In reviewing the minutes pertaining to the Public Comment for the proposed Airport Rules, Mr. Richardson noted that the infractions section is cumbersome in its language and needs to be more clear in defining the associated terms. Mr. Whipple noted the concern about further clarifications needed and stated that the County plans on hiring an aviation-experienced lawyer to assist the County Attorney's office in preparing the final ordinance. Hearing no further discussion, Mr. LaValle moved and Mr. Richardson seconded a motion that the minutes be approved as drafted. The motion passed by a vote of 5-0. The approved minutes for prior meetings are posted to the County website.

III. CHAIRMAN'S REPORT

Mr. Clarke visited Easton, Cambridge, Georgetown and Williamsburg airport restaurants and stated that the restaurants had little if nothing in common in their arrangements and operations. One of the restaurants had lost its lease and was looking to relocate. One restaurant suffered through a vendor literally abandoning its food service operations, and that tenant was the fourth in a ten year period. Mr. Clarke also stated that another major concern was pest control, and some of the airports shared that cost with the vendor. With respect to rents, he explained that one operation had a rent that started at \$1.00 a month and is increasing as the term of the lease proceeds and revenues are generated. One operation has an annual rent of \$10 per square foot per year. One major consideration is the ownership of the restaurant equipment, and a main operating expense is the cost of propane. Mr. Richardson stated that it is not in the best interests of the County for the County to purchase and own the restaurant equipment, which was the general consensus of the committee. It appears that liability insurance should be a minimum \$1,000,000. Mr. Clarke stated that none of the restaurants had alcohol for sale. Finally, Mr. Clarke presented the County with a copy of a lease from one of the airports to use as a model for future considerations.

As a related item, Mr. Whipple stated that Mr. Jim Davis had been interviewed by The County Times and that he had given a very good explanation about the uses of the terminal and what the committee was trying to accomplish to increase the use of the terminal and enhance airport revenue.

Mr. Clarke brought up the new / reappointments to the airport advisory committee. Mr. Whipple stated that he and Mr. Jim Davis had received five applications for the vacancy that was coming up in the next year. Upon the review of the applications, they noted that two of the applicants had listed the AAC as their first preference for service. This appeared to be a

fair and objective first screening criterion. Secondly, of the two applications, one application was six years old and the other was only one year old. Mr. Richardson reminded Mr. Whipple that the date of the application should not be used to imply that the applicant is no longer interested since the policy of the County is to leave the application on file. Mr. Whipple noted that input and indicated that the two names had already been submitted to the County Administrator's Office on behalf of the AAC. Mr. Whipple also noted that the committee by-laws require two active pilots and that the current membership meets that requirement. Mr. Whipple also noted that the BOCC had already made a selection and would be voting on the slate tomorrow (Dec 8th).

IV. PUBLIC COMMENT

Mr. LaValle thanked Mr. Ned Clarke for all that he has done for the Airport Advisory Committee as both Chairman and Vice Chairman. Mr. Whipple expressed the County's appreciation for Mr. Clarke's service and invited Mr. Clarke to continue his participation as a member of the general public. Mr. Clarke reviewed the establishment and accomplishments of the Airport Advisory Committee and thanked the County, specifically Mr. Erichsen and Mr. Whipple, for their support of the airport. Mr. Clarke also recognized Mr. Bildman as the Fixed Base Operator for all of his work at the airport.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Whipple briefly updated the committee on the wetlands mitigation process. He presented the petition that the Department submitted to the County's Agricultural Land Preservation Advisory Board (ALPAB) in October. The petition identifies a piece of property currently under an agricultural preservation easement that appears to be very favorable for wetlands mitigation purposes. The petition was endorsed from the County's Department of Land Use and Growth Management.

Mr. Whipple, Mr. LaValle and Mr. Seaborn of Angler Environmental met with the ALPAB on November 12, 2009. On December 1, 2009, Mr. Whipple received the ALPAB's denial of the petition, based upon the fact that the request to remove acreage from agricultural preservation exceeds the 5% limit of total easement area set by state policy. The denial is being appealed to the State of Maryland's Agricultural Land Preservation Foundation (MALPF), who holds the agricultural easement and sets the policy. The goal is to be on the MALPF agenda for January 2010. Mr. Shephard asked as to whether the wetlands mitigation has to occur in one place. Mr. Whipple stated that there is no requirement to mitigate at one location, but it is more economically efficient to minimize the number of areas. Mr. Whipple stated that the County ALPAB offered to identify suitable property outside of any agricultural preservation area.

Mr. Whipple reported that the Airport Rules and Minimum Standards update was submitted to the Maryland Aviation Administration for their review on November 17, 2009 in preparation for their submission to the County Attorney's Office.

Mr. Whipple provided the committee with an update to the Wildlife Hazard Management Plan implementing the recent Control Order for Resident Canada Geese. The Control Order gives the airport some discretion and guidance in controlling the local geese population through trapping and relocation, nest and egg destruction, gosling and adult trapping and culling programs. The Control Order also prescribes the necessary record keeping procedures. Appendix B.1 adds the new procedures to the WHMP.

Mr. Whipple stated that there is nothing significant to report on the development review process for the December 2009 submission.

Mr. Carlton reported that the contractor repainted a portion of the runway and taxiway markings on Friday, December 4th and would return on December 10th to complete the work when the airport will be closed for traffic.

Mr. Carlton stated that he had contacted the Highways Division to repair a depression in the proximity of the 29 run up end. The work is scheduled to be completed in December. He also indicated that the requisition for the new rotating beacon was with the Procurement Office and that the Department would follow up with them for status.

Mr. Carlton stated that the trees had not been cut along the perimeter fence line and that the trees / bushes should be sprayed again. He also mentioned that there is poison ivy that needs to be sprayed now before any additional work.

The committee inquired as to whether the holes along the north fence line had been filled. Mr. Bildman stated that he would follow up on this item for the committee.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman reported that only three tie-downs remain to be rented. Mr. Bildman requested committee endorsement to change his lease with the County to pay rent quarterly vice monthly to increase the administrative efficiency of the process. He also requested committee endorsement to change the terms of the lease agreement so that all real property reverts back to the County after 25 years. Mr. LaValle moved and Mr. Richardson seconded the motion to endorse both proposals, and the motions carried by a vote of 5-0. Mr. Bildman will present the requested changes to the County Attorney's Office.

Mr. Bildman stated that the steel for the new police helicopter building is scheduled to be delivered the week of December 14th.

VII. NEW / OLD BUSINESS

The next scheduled meeting is scheduled for January 25, 2010. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room. The County will present the draft of the 2009 Annual Report and information about the Capital Improvement Plan update.

VIII. ADJOURNMENT

Having heard no additional comments, Mr. Clarkes indicated that the agenda for the meeting was complete. Mr. LaValle moved and Mr. Shephard seconded a motion to adjourn the meeting which passed by a vote of 5-0. The meeting was adjourned at approximately 7:30 PM.

Respectfully submitted,

Approved,

(signed)

(signed)

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

Jim Davis, P.E.
Chairman