

Airport Advisory Committee Meeting  
St. Mary's County Regional Airport  
February 22, 2010

***Approved Minutes***

**I. CALL TO ORDER**

Mr. Jim Davis, Chairman, called the meeting to order at approximately 6:05 PM. Committee members Rich Richardson, Skip Shephard, Michael Brunnschweiler, Robert Mullennix and Jacque LaValle were also present. 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 January 25, 2010 meeting. After clarification of the FAA's AIP program support of general aviation, Mr. Davis asked for comments or a motion to approve. Mr. LaValle moved and Mr. Shephard seconded a motion that the minutes be approved as clarified. The motion passed by a vote of 6-0. The approved minutes for past meetings are posted to the County website.

**III. CHAIRMAN'S REPORT**

Mr. Davis noted that the next committee inspection of the airport is scheduled for Saturday, April 24, 2010 at 9:00 AM.

Mr. Davis also introduced Mr. Robert Mullennix as the committee's newest member. Mr. Mullennix has been a resident of the area for the past 12 years and is retired from the Navy as an air traffic controller. He currently works for ITT (an FAA consultant) as a training lead for new runway safety program. The committee welcomed him aboard.

Mr. Davis facilitated a follow-up discussion about an Ethics Commission request for comment on requiring Airport Advisory Committee members to file Financial Disclosure statements. At the January 2010 meeting, the Airport Advisory Committee authorized Mr. Whipple to communicate its position to the Ethics Commission, which he did by e-mail on January 26<sup>th</sup>. The County Administrator's Office and the Ethics Commission acknowledged the e-mail response but requested a formal response signed out from the Airport Advisory Committee. Mr. Whipple provided committee members a copy of the letter prepared for the Chairman's signature formally stating the position of the Airport Advisory Committee as agreed upon at the January meeting. After review of the draft, Mr. Davis asked for comments or a motion to approve. Mr. LaValle moved and Mr. Shephard seconded a motion to approve and authorize the Chairman to sign the letter as drafted. The motion passed by a vote of 6-0.

Mr. Davis reported on the initiatives to enhance the use of the terminal. Mr. Davis mentioned that the Wicomico Shores Golf Course Clubhouse runs a restaurant operation (Riverview) that is County owned, which can be used as a business model. Mr. Whipple noted that the Wicomico Shores Golf Course Advisory Board is planning a special meeting on Wednesday, March 3, 2010 at 5:30 PM to discuss the future of the food service operation and options for privatization. Mr. Davis and Mr. Whipple encouraged committee members to attend the meeting for insight into efforts at the airport.

Mr. Shephard noted that the County invested significantly to improve the golf course. Mr. Whipple noted that the infrastructure for the food service was already in-place before the renovation, but all agreed that the Clubhouse model needs to be contrasted and compared to the airport terminal. As previously discussed and reiterated by Mr. Richardson, the committee will have to address the intended market; transient aviators from the region,

visiting predominantly on weekends, or local clientele for lunch during the week. Mr. Davis, Mr. Shephard and Mr. Richardson will form a subcommittee to further define the terminal enhancement initiative. In summary, the committee has already looked at infrastructure needs for a food service operation, surveyed other general aviation airports in Maryland, reached out informally to the business community to gauge the feasibility, and informally discussed the initiative with County leadership.

As a related matter, the County would like the committee to come up with a design for a marketing brochure for the airport. Mr. Whipple handed out an example for the committee to consider. Mr. Shephard asked for cost information, and Mr. Whipple with advise about cost at a later date. The committee would like to see a concise summary of the content. The committee's annual report could be used as a model, but generalized information should be included so that the brochure does not become dated. The Airport Facility Directory (AFD) is a possible option.

Mr. Davis and Mr. Bildman discussed the options and concerns about relocating the Pilot's Lounge from the County hangar to the Terminal Building once MedSTAR vacates their current space leased in the terminal. After hours access to restrooms and other parts of the terminal will have to be adequately addressed.

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

Mr. Whipple introduced Mr. John Mayberry, the Safety Officer from the Patuxent Aeromodelers Radio Control Club based out of Helwig Field near Greenwell State Park in Hollywood, MD. Mr. Mayberry trains the club members in safety and airspace awareness. He explained the operational limits of the Radio Control (RC) Planes and their policy to always yield to manned aircraft. He would like to open dialogue between the club and the committee to ensure that the airspace around the airport is safely and effectively managed. The committee discussed the FAA's current advisory guidance on remote controlled aircraft, noting that the prescribed operating height of the RC planes was 400 feet within three miles of an airport. Greenwell State Park lies just outside the three mile limit. Most aircraft do not fly above the 400 foot limit, however newer, higher performance models are quite capable of flying above that limit. The national organization, Academy of Model Aeronautics (AMA) is working with the FAA to address these newer models. The best course of action is for the club to keep the airport management aware of flying activities and special events. Mr. Mayberry agreed and will continue to communicate with the committee, and the club's website can be found at [www.paxaero.com](http://www.paxaero.com).

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

Mr. Whipple represented the Department of Public Works and Transportation and handed out a copy of the draft 2009 Annual Report for the committee to review. The committee asked that the terminal enhancement initiative be highlighted in the 2009 annual report and that graphics be added that depict operational statistics. Mr. Whipple also added a note about maintenance and repair projects to include the crack sealing of the apron areas and the installation of the electrical connections for engine block heaters. Finally, Mr. Whipple worked to reconcile the 25-page state economic impact study of 2005 with the state brochure of a subsequent date. The decision of the committee was to include the more conservative data for employment from the impact study. The committee also asked that the membership list on the title page be updated to reflect current membership since 2009 membership is listed in the back of the report. Mr. Bildman asked that the fuel tank upgrade also be added to the annual report.

Mr. Whipple reported that the Maryland Aviation Administration accepted the County's application for three State-eligible projects; the replacement of the rotating beacon, repairs to the storm drainage system on the airfield, and taxiway markers. The draft solicitation for the rotating beacon is with the Procurement Office, and the County must submit a Notice of Construction (FAA Form 7460-1) for an obstruction evaluation.

The committee also requested an evaluation of scheduling options for the storm drain repairs to include an airport closure for continuous contractor operation. Mr. Bildman indicates that a protracted closure would create difficulties with operational schedules. Options will be evaluated.

Mr. Whipple stated that there is nothing significant to report with respect to the airport environs on the development review process for the February 2010 submission.

Mr. Carlton stated that the wind sock had been replaced. He had requested that the segmented circle be painted by Building Services, but the work has been postponed due to weather. The weather is also delaying the vegetation removal along the perimeter fence.

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

Mr. Bildman informed the committee that the State Police hanger was on schedule and that fire protection systems were being installed and their third review and approval. The Maryland State Police will be using the hangar facilities for training. He stated that the current plan was to occupy the building the end of April or the first of May. Once the MSP has moved into the new hangar, he will start the remodeling of the present hangar. MedSTAR should be able to move into the existing hangar around the 1<sup>st</sup> of June .

Mr. Bildman stated that some kind of prop wash protection needs to be placed on the fence between Aprons A and B. The MedSTAR helicopter operations are closer to Apron A. The County will address.

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

Mr. Davis raised the issue about ingress and egress from the airport due to the recent incident in Austin, TX where a GA pilot intentionally crashed his own plane into a federal building. The committee reviewed the recent updates to the Airport Security Program and noted that it would be difficult to prevent such an incident since the perpetrator owned and based his aircraft at the local airport. The committee is prepared to address any concerns that the public may have about airport security.

The next scheduled meeting is scheduled for March 22, 2010. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

#### **VIII. ADJOURNMENT**

Having heard no additional comments, 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 approximately 7:30 PM.

Respectfully submitted,

*(signed)*

---

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

Approved,

*(signed)*

---

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