

St. Mary's County Regional Airport
Airport Advisory Committee Meeting
February 28, 2011

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, Randy Willis and Rich Richardson were also present. Since a quorum was present, official business could be conducted.

II. MINUTES

The Committee reviewed the draft minutes from the January 24th meeting. Skip Shepard moved to approve the minutes after the committee requested a minor correction to the text. Jacque LaValle seconded the motion, which 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 opened the floor for discussion about the final draft of the 2010 Annual Report to the County Commissioners. Mr. LaValle asked for a reconciliation of the operational statistics recently reported by both the Fixed Based Operator and the Maryland Aviation Administration. Mr. Whipple referred to the December 16, 2010 letter from the MAA that was shared with the committee and gave the County an estimated range of 2010 annual operations based upon quarterly readings of acoustical sensor data. MAA's 95% confidence interval places the annual operational range between 31,934 and 41,828, with their recommended estimate of 36,881. The MAA document recognizes that the acoustical sampling may be biased against certain operations, such as rotary wing and gliders.

The Fixed Base Operator, AirTec, Inc. uses a different set of sampling methods and record keeping to estimate annual operations, such as flight school operations, transient pilot records, fixed base aircraft inventory, fuel sales, and similar annual reporting for other general aviation airports in Maryland with similar operational parameters. The MAA sampling is conducted for a two-week period each quarter, whereas the data collected by the FBO is developed throughout the year. The committee agreed to further review and refine the operational estimates based upon the two systems. The MAA's letter allows for analysis of their data before utilizing their estimate for the annual license renewal and 5010 Airport Master Record report. Finally, with respect to annual operations, the committee would like confirmation that the ratio of based to transient aircraft operations is 60 to 40, which has been the reported trend over the last four years. The FBO and the Department will review.

With respect to the 2010 Annual Report, Mr. Richardson asked that the National Based Aircraft Inventory be summarized with a comment about the airport remaining at full capacity for based aircraft. Additionally, Mr. Richardson asked that reference be made to the need for additional tie-down spaces in the Plans for the Future. Mr. Richardson also suggested that the committee define the term 'operation', which was noted by Mr. Bildman to include both the take-off and landing as two operations; similarly a touch-and-go is counted as two operations. Mr. Willis noted that the restricted airspace agreement between the County and Patuxent River Naval Air Station should be referred to as an "agreement" and not an "authorization". Mr. Davis moved that the Annual Report be approved with the noted changes, and Mr. Richardson seconded the motion, which passed by a vote of 6-0. The report will be submitted to the County Commissioners the first week of March, before the end of March deadline.

Mr. Davis requested that Mr. Whipple provide an update on the status of the food service initiative currently with the County's Procurement Office. Mr. Whipple reported that he met with the Procurement Manager and Finance Director the week prior to the meeting, and they agreed in concept to what the committee was trying to achieve, but determined that the package as presented to them was too detailed for the initial purpose of ascertaining interest in the business community. They recommend that the process be two step; 1) an initial Request for Information (RFI) as a simple two-page document notifying prospective vendors of the County's intent; (2) followed by a more developed Request for Proposal (RFP) based upon responses and the documents already developed by the committee. The Procurement Office will prepare the RFI, and the schedule is still March 2011.

Following up on a motion from the January 2011 meeting, Mr. Davis turned the floor over to Mr. LaValle to discuss the Snow and Ice Control Operation Plan priorities with respect to the airport. Mr. LaValle drafted a letter to the County Commissioners referencing the FAA Advisory Circular that recommends clearance time of 2 hours for non-commercial airports with between 10,000 to 40,000 annual operations. For reference, 2W6 had 52,000 operations in 2006. However the draft letter references the more recent MAA annual estimate of 36,000. The committee would like to further review the response strategy for various snow events, depending on accumulation, ice content, and expected weather conditions immediately after the snow fall. Mr. Bildman noted that, depending on the situation, it could be more beneficial to let snow on the runway melt, without equipment packing it down and causing ice conditions. The committee recognized that the 2010 snow event extended the closure of the airport beyond what is acceptable.

Mr. Davis and Mr. LaValle had asked that the County Commissioners fill the current vacancy before the June 2011 cycle. Mr. Whipple reported that the County Administrator's Office took their recommendation under advisement, but looked at the attendance record of the committee, noting that a quorum was missed only four times in the last five years. With the June cycle beginning in April, the County Administrator's Office recommends waiting for the June cycle to fill the vacancy. The committee was in agreement with this decision.

IV. PUBLIC COMMENT

The committee and attendees inquired about the repairs to the AWOS. Mr. Whipple noted that the AWOS maintenance contract update for Vaisala held up the purchase order for the replacement ceilometer. Now that the contract has been updated, the replacement will proceed as planned.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Whipple stated that the County has finalized the contracts of sale with two of the adjacent property owners for the relocation of Airport Road and Lawrence Hayden Road. Concurrently, the County is in the process of applying to the FAA for the grant funds to purchase these properties. The grant application package is scheduled to be on the BOCC agenda for March 1st with submission to the FAA by March 4th.

Mr. Whipple reported that the beacon relocation project was awarded on February 14th with a targeted completion of April 29th. The Contractor has to be complete with the work and all invoices paid and reimbursed by the State by June 30, 2011. The Maryland Aviation Administration is being advised as each step in the process is completed.

Mr. Whipple reported that Item #6 on the March 2011 development review agenda involves a minor site plan for mining and reclamation within the Airport Environs (A/E) overlay. The proposed site is approx. 1.3 miles SW of the runway in the vicinity of the new Evergreen

Elementary School. Mr. Whipple notified the plan reviewers that a Drainage, Dust and Erosion Control Plan should be implemented in accordance with the Limited Standards for Use #82 Extractive Industry (Comprehensive Zoning Ordinance).

Mr. Whipple handed out a proposed revision to the airport development review procedures for committee review. Comments can be forwarded to Mr. Whipple for inclusion into a final draft.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Bildman reported that all the hangars and tie downs are rented; the airport continues at 100% capacity. He has half of transient tie-downs rented to individuals waiting for a hangar or permanent tie down place. The County and the FBO need to evaluate the Airport Layout Plan to find areas to add grass tie-downs. The committee passed a motion in December to have Mr. Bildman submit to the County proposed areas for additional 5 tie-down spaces within the development area of the airport and develop a plan of action to approve.

Mr. Bildman stated that the lease extension for Airport Development, LLC assisted in the favorable refinancing of the capital improvements, as requested at the October 2010 meeting.

VII. NEXT MEETING

The next scheduled meeting is Monday, March 28, 2011. However, the committee reviewed the possibility of not being able to obtain a quorum due to advanced travel plans and the current vacancy. Additionally, staff support would not be available due to Mr. Whipple's absence for military leave. Mr. Davis moved that the March meeting be canceled, which was seconded by Mr. Shephard. The motion passed by a vote of 6-0. The next scheduled meeting will be Monday, April 25, 2011. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room.

VIII. ADJOURNMENT

Mr. LaValle moved and Mr. Davis seconded a motion to adjourn the meeting which passed by a vote of 6-0. The meeting was adjourned at 7:00 PM.

Respectfully submitted,

(signed)

Bob Carlton. DPW&T
Recording Secretary

Approved,

(signed)

Jacque LaValle
Vice Chairman