

St. Mary's County Regional Airport  
Airport Advisory Committee Meeting  
June 27, 2011

***Approved Minutes***

**I. CALL TO ORDER**

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

**II. MINUTES**

The Committee reviewed the draft minutes from the April 25<sup>th</sup> and May 23<sup>rd</sup> meetings. Rich Richardson moved to approve the minutes as drafted, which was seconded by Skip Shephard. The motion passed by a vote of 4-0. The approved minutes for prior meetings are posted to the County website.

**III. CHAIRMAN'S REPORT**

Mr. Davis requested an update on the food service initiative for the terminal building. Mr. Whipple, representing the Department of Public Works and Transportation, reported that the final draft of the Request for Expression of Interest (REOI) was finalized and with the Procurement Office awaiting advertisement based upon their prioritized workload. Mr. Whipple noted that June is the last month of the County and State fiscal year and that once an advertisement date is set, he will notify the committee. Mr. Whipple also noted that the County will be posting the solicitation on its own website as well as the State's eMarylandMarketplace web-based bid board to maximize participation. Mr. Whipple also noted past committee plans to have committee members and a representative from the Department of Economic and Community Development (DECD) participate in the review of the received proposals. The REOI will be posted for most likely forty five days, followed by two weeks of evaluation and two weeks of possible interviews, discussions, and clarifications. If interested parties respond, then the County can issue a formal Request for Proposal (RFP) based upon the package developed by the committee earlier in the year. The second step, the RFP, would have its own advertisement and evaluation period as well as probable negotiations, so it may take four and a half months from the time the REOI is advertised until the opening of a food service activity. The Department will continue to monitor the progress with the Procurement Office.

Mr. Davis noted that he and Pat Weaver have a draft plan for an additional ten to twelve tie-down spaces to increase the capacity at the airport. Most all of the spaces would be grass tie-downs with a few on currently paved areas. At the meeting, it was determined to proceed with two additional tie-down spots on Ramp A and two additional spots on Ramp D. Exact locations to be worked out by the FBO and shown graphically by the DPW&T.

The committee discussed the future plans for the Pilot Lounge and its relocation to the terminal building. It was determined that other airports do not leave their pilot lounge's open 24/7, as is the current practice at St. Mary's County Regional Airport. This adjustment would alleviate the security concerns about leaving the terminal lobby open for the public restrooms. The committee would like to pursue the relocation of the lounge to the terminal, independent of any developments on the food service initiative. Mr. Bildman and Mr. Whipple will present a plan for pilot lounge relocation alternatives at the July 25<sup>th</sup> meeting.

Mr. LaValle and the committee determined that the next committee airport inspection will be conducted on Saturday, July 9, 2011, starting at 9:00 AM at the Piedmont Flight Center.

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

Mr. Harvey Dalton, Operations Officer for the Civil Air Patrol Squadron, mentioned that the CAP will be bringing another glider down to 2W6 for operations. An additional tow plane may be stationed temporarily, but should be a one to one swap ultimately.

Mr. Richardson asked Mr. Dalton to clarify the Mission Base requirements for the Civil Air Patrol. Mr. Dalton mentioned that the Mission Base activation is determined by FEMA. The Civil Air Patrol, as part of the larger state and federal emergency management organization, would only mobilize to the County airport if directed by higher authority.

The committee requests that FY12 maintenance funds be prioritized towards weed control for all paved surfaces at the airport.

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

Mr. Gary Whipple represented the Department of Public Works and Transportation and reported that the County Commissioners had approved the grant agreement with the FAA to purchase two parcels necessary for Airport Road and Lawrence Hayden Road relocation. The beacon and taxiway markers are in place and reimbursement requested by the State.

Mr. Whipple included the monthly report on proposed developments within the Airport Environs (A/E) overlay, based upon the July cycle of the County's development review process. For the month of July, there were no significant developments to report within the A/E overlay. However, the Department did note that a mining and reclamation pit is proposed just south of Route 4 west of the airport. The Department requested that the County Department of Land Use and Growth Development ensure that zoning ordinance requirements for dust control are met.

Mr. Whipple referenced the Development Review update that has been in review. The Committee will review, discuss and move to adopt at the July 2011 meeting.

Mr. Whipple noted that the Experimental Aircraft Association is planning their next Young Eagles Rally for Saturday, September 10, 2011.

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

Mr. Bildman and Mr. Weaver were in attendance to report. Mr. Bildman reiterated for the committee his twenty-plus year experience with the airport and all that his firm has invested in time, money and effort to get the airport to where it currently is. The committee recognized his commitment to the airport and looks forward to more success in the future.

Tie-downs remain at full capacity, and the airport needs to move forward on identifying, approving and installing additional spots. 35 verified potential clients on the wait list for T-hangar space.

Mr. Bildman also noted that the national average for fuel sale profits is \$1.20 per gallon, whereas his firm only makes 19 cents per gallon at the current posted price. The airport fees remain beneficial to the tenants, which can be seen by the wait list.

**VII. NEXT MEETING**

The next scheduled meeting is the fourth Monday in July, July 25, 2011. The meeting will begin at 6:00 PM in the Walter F. Duke Terminal Building Conference Room. The committee will make a decision about the normally scheduled August recess at that meeting.

**VIII. ADJOURNMENT**

Mr. Davis noted that the agenda was complete, and Mr. Richardson moved that the meeting be adjourned. Mr. Mullennix seconded the motion, which passed by a vote of 4-0. The meeting was adjourned at 7:20 PM.

Respectfully submitted,

*(signed)*

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

Approved,

*(signed)*

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