

St. Mary's County Regional Airport  
Airport Advisory Committee Meeting  
July 25, 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, Randy Willis, and Rich Richardson were also present. Committee members Bob Mullennix and Skip Shepherd were excused in advance. New committee member Ray Bednarcik, as well as alternates Constantine 'Jack' Pappas and Erik Anderson, were also present and formally introduced to the committee. Since a quorum was present, official business could be conducted.

**II. MINUTES**

The Committee reviewed the draft minutes from the June 27, 2011 meeting. Rich Richardson moved to approve the minutes as drafted, which was seconded by Jacque LaValle. The motion passed by a vote of 7-0. The approved minutes for prior meetings are posted to the County website.

**III. CHAIRMAN'S REPORT**

Mr. Davis formally introduced Ray Bednarcik as the newest member of the committee, and Constantine 'Jack' Pappas and Erik Anderson as newly appointed alternates. All three members gave a brief introduction of their background and experience in aviation and community leadership.

Mr. Davis reviewed the new Resolution, revised By-Laws and Rules of Order governing the administration of the committee as approved by the Board of County Commissioners effective July 1, 2011. The committee voted to adopt the revised By-Laws with the understanding that Article IV, Section 9, entitled 'Vacancies' applies to permanent members, with alternates fulfilling the duties of a permanent member until such time that the BOCC can act on the vacancy during the semi-annual membership process. Rich Richardson moved to adopt the By-Laws with the aforementioned understanding and Jacque LaValle seconded the motion, which passed by a vote of 7-0. The office of committee secretary needs to be filled as no volunteers were available at the July meeting.

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. The Department will continue to monitor the advertisement process with the Procurement Office.

The committee agreed to move forward with two additional tie-down spots on Ramp A and two additional spots on Ramp D. The FBO and the County will work out the exact locations of the tie-down spots considering safety and ground movement requirements.

The committee reviewed the July 9, 2011 airport inspection results as handed out by Jacque LaValle, Vice Chairman. Special attention is needed to address weed control on parking ramps, taxiway, runway and along sections of the perimeter fence. The County Highways Division was scheduled to spray the week of the meeting, July 25<sup>th</sup>, and Gary Whipple indicated that he would provide an update to the committee when the work is completed. The committee also documented additional erosion for storm drain inlets by Taxiway A and the damage to the upper ramp fence.

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

LCDR John Harris, Civil Air Patrol Squadron Commander, and 2<sup>nd</sup> LT Harvey Dalton, Operations Officer, gave a summary of the CAP squadron's mission and support activities at the airport for the benefit of the new membership. St. Mary's squadron, with 103 current members, is the second largest squadron in Maryland. Aerospace education is the main mission of the squadron, but additional priorities include leadership development, citizenship and physical training. The squadron plays a key role in emergency services for the County. Search and Rescue (SAR) exercises are regularly conducted at the airport, and the Maryland Wing has the capability to mobilize a Mission Base to the airport terminal for a regional contingency. The squadron currently has 14 pilots on the roster; 8 designated as mission pilots. The squadron has one aircraft based at the airport and is considering basing a second.

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

Mr. Gary Whipple represented the Department of Public Works and Transportation and reported that the County is ready to close the purchase of the two parcels necessary for Airport Road and Lawrence Hayden Road relocation. The beacon and taxiway markers are in place and final reimbursement has been received by the State.

Mr. Whipple included the monthly report on proposed developments within the Airport Environs (A/E) overlay, based upon the August cycle of the County's development review process. For the month of August 2011, there were four developments to report within the A/E overlay; 1) a renovation to an existing facility on Airport View Drive, 2) a restaurant on 235, 3) a tennis court in Wildewood, and 4) a minor subdivision in the Hollywood area. None of the proposed developments significantly impact airport operations, and the Department will continue to monitor the monthly development review submissions.

Mr. Whipple referenced the airport development review update document that the committee has been reviewing over the summer. The Committee completed their review of the document. Jacque LaValle moved, and Rich Richardson seconded, a motion to adopt as currently drafted. The motion passed by a vote of 7-0. Mr. Whipple will file the document with the Department and distribute as needed.

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 reiterated that tie-downs remain at full capacity, and the airport needs to move forward on identifying, approving and installing additional spots.

The committee discussed the future plans for the Pilot Lounge and its relocation to the terminal building. It was determined that two options needed to be further developed for committee review: 1) relocate the pilot lounge to the terminal, and 2) renovate the pilot lounge in its current location. Costs and benefits for both options will be reviewed at the September meeting.

#### **VII. NEXT MEETING**

The committee decided to take the normally scheduled recess in August. The next scheduled meeting is the fourth Monday in September, September 26, 2011. 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. Richardson seconded the motion, which passed by a vote of 7-0. The meeting was adjourned at 7:30 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**