

St. Mary's County Regional Airport
Airport Advisory Committee Meeting
September 26, 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, Rich Richardson and Bob Mullennix were present. Committee members Randy Willis, Ray Bednarcik and Skip Shepherd were excused in advance. Committee alternates Constantine 'Jack' Pappas and Erik Anderson were unable to attend the meeting. Since a quorum was present, official business could be conducted.

II. MINUTES

The Committee reviewed the draft minutes from the July 25, 2011 meeting. Jacque LaValle moved to approve the minutes as drafted, after correcting a noted typing error. The motion was seconded by Rich Richardson and 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 reminded the committee that the newly revised committee by-laws governing the administration of the committee were adopted at the July 25, 2011 meeting. The office of committee secretary remains vacant, and the appointment of the committee secretary was tabled until the October 2011 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) is finalized and with the Procurement Office awaiting advertisement based upon their prioritized workload. The solicitation is scheduled to be released in November 2011. 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, to be determined by the FBO and the County, depending on safety considerations and ground movement requirements for the gliders at the west end of Ramp D. The FBO and the County will determine the location for two additional grass tie-down locations at the west end of Ramp D. The FBO will submit a proposal to the County for the work.

The committee continued discussion concerning the future plans for the Pilot Lounge and determined advantages and disadvantages for two options: 1) relocate the pilot lounge to the terminal, and 2) renovate the pilot lounge in its current location. Costs and benefits for both options were summarized as follows;

- 1) **current location**; *pro's*; close proximity to FBO services, 24/7 access to restrooms, *con's*; no internet access, subpar furnishings/finishes, no vending
- 2) **relocated to terminal**; *pro's*; wireless internet available, synergy with proposed food service operation, *con's*; after-hours access to restrooms (requires combo lock arrangement to access terminal lobby for restrooms), separation from FBO services

The committee decided to caucus among members during the month of October to summarize the options for a committee recommendation at the October meeting.

IV. PUBLIC COMMENT

The pilots in attendance indicated that the following pilot lounge/briefing room features would be appreciated; internet access for weather briefing and flight planning services; flight planning table, vending machines, comfortable chairs.

Mr. Doug Poole noted that the Aircraft Owners and Pilots Association (AOPA) is conducting studies about general aviation security as it pertains to non-airport personnel (i.e. visitors, service contract personnel, maintenance workers, etc.) He mentioned that one recommendation resulting from the study is effective signage that clearly demarks restricted areas within the airport operations area.

Mr. Bob Hansen requested that the County review the status of non-registered aircraft, both from an airport lease capacity perspective and as a safety issue for aircraft considered abandoned. The County will contact the owner of one of the planes in question to discuss the future of the aircraft.

V. DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION REPORT

Mr. Gary Whipple represented the Department of Public Works and Transportation and reported that the County has reached an agreement with both property owners for the purchase of the two parcels necessary for Airport Road and Lawrence Hayden Road relocation.

Mr. Whipple included the monthly report on proposed developments within the Airport Environs (A/E) overlay. For the month of September 2011, there was one development to report within the A/E overlay; a major subdivision in the Hollywood area. There were no development review proposals for the month of October 2011. The Department will continue to monitor the monthly development review submissions.

Mr. Whipple noted that the Experimental Aircraft Association's Young Eagles Rally on Saturday, September 10, 2011 was a big success. The weather was perfect, and 93 kids received their first ride with 15 participating aircraft and pilots. The CAP squadron provided assistance with the flight line safety duties.

Mr. Whipple also reported that the Maryland Aviation Administration provided the County with a solar-powered obstruction light to mark the high point on the north fence line that penetrates the 20:1 visibility slope for R/W 11. When the runway is extended, the fence line will no longer be a penetration, and the obstruction light will be returned to MAA.

VI. FBO AND LEASEHOLDER REPORTS

Mr. Pat Weaver represented the FBO. The committee discussed the pilot lounge during the Chairman's Report, and the FBO offered assistance to provide the information necessary to make a determination. Also, the FBO will provide a lease proposal to the County to install two to three more tie down spots on Apron A at the terminal. Further coordination with the glider pilots is necessary to finalize additional tie downs on Apron D.

The carpet in the Piedmont Flight Center and throughout the County hangar needs to be either cleaned or replaced. The committee asked that the ramps and aprons be swept as a result of debris from the hurricane. The committee also asked that the shoulder of Airport Road be mowed. Finally, the committee and the FBO would like to know if the County can install a repeater in the County hangar to establish a wireless connection for that location.

VII. NEXT MEETING

The next scheduled meeting is the fourth Monday in October, October 24, 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 4-0. The meeting was adjourned at 7:30 PM.

Respectfully submitted,

(signed)

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

Approved,

(signed)

Jim Davis, P.E.
Chairman