



- Meeting came to order at 1800 hours on 24 June 2013 in the terminal building conference room. In attendance AAC present: Jacque La Valle (Chairman), Art Goeller, Regan Hanson, Rich Richardson, Terry Adair; DPW&T Gary Whipple & Bob Carlton; FBO members Ken Reed (user), Pat Weaver (SMAA), Steve Bildman (Air Tech); public attendance Egan French (CAP), Robert Hanson (tenant)
- Review of 22 April 2013 minutes - Approved as corrected.
- Chairman's report –
  - Disaster Preparedness Review – Whipple, Hanson, Gardner (FEMA)
    - Exercise/drill date set for 5 October 2013
    - Next EMS team planning meeting July 16, 2013, final EMS planning meeting 10 September 2013
    - New 911 system commissions July 2013 - drill will test new 911 system.
    - Dual scenario drill; higher learning center and airport with use of Pax River simulator
  - Establishment of a Planning and Development Subcommittee
    - DWP&T received unsolicited interest for pilot supply business in terminal building
    - Draft update of airport operating rules being amended by county attorney for enforcement clauses
  - Airport Inspection conducted 01 June 2013 with 26 findings
    - Many findings noted improvements and corrections from previous inspections
    - Minor findings include over grown trees along fence line, gate closure to AWOS station
- Public Comment – Pilot lounge security is lacking, increasing risk to theft of amenities. Gary Whipple will establish/coordinate security protocol with Piedmont Flight Center.
- FBO and Leaseholders Report –
  - Pilots lounge requires computer system. DPW&T / IT to address
  - New development update for the expansion of new hangar construction
    - To Planning Commission in July 2013
  - All hangars and parking tie down spots remain at full capacity. Recent event at Buds Creek raceway resulted in over flow of transient parking
- Department of Public Works and Transportation
  - Airport Capital Improvement Plan Update
    - Design Grant applications signed by BOCC and submitted to the FAA for road and T/W projects
    - Re-advertisement of off-site mitigation construction in the procurement office. Expecting completion by procurement by end of June 2013
  - Airport Operations and Maintenance
    - REOI being upheld until November 2013 after Procurement & finance meeting in June. The committee deemed this delay unacceptable with pending aerospace businesses waiting to submit proposals. This REOI has been in work since 2012 and would solicit aerospace businesses and no food services
    - Technical Evaluation Committee – June/July review- No significant Impact
    - MAA annual safety inspection recommendation for close in obstruction, letters sent to property owners for action
    - Valley Lee communications tower Notice of Compliance submitted to the FAA 20 June 2013
  - UAS update- All county pieces have been submitted - Awaiting Economic Impact analysis for U of MD to complete input
- New Business
  - Streamline process to develop operational permit process for business approval to operate at the airport
  - Research MTA lease for restrictions of use. There is a concern about the number of buses parked behind the county hangar and the asphalt damage to that parking area
- Action Items – Airport Inspection results recorded electronically and will be used for tracking corrections independent of committee action items.

St. Mary's County Regional Airport  
Airport Advisory Committee Meeting  
24 June 2013 Minutes



- Next Regular Meeting- 1800 Monday, 22 July 2013
- No meeting in August 2013 for summer recess
- Adjournment – 1900 hours

Submitted,

A handwritten signature in black ink, appearing to read "Raymond Bednarcik", written over a horizontal line.

Raymond Bednarcik

**Secretary**

Approved,

A handwritten signature in black ink, appearing to read "Jacque La Valle", written over a horizontal line.

Jacque La Valle

**Chairman**