

**Airport Advisory Board Meeting (Monday, March 27, 2023)**

*Generated by Allison Swint on Monday, March 27, 2023*

**Members present**

Henri Sahut, Robert Lightstone, James Alexander, Albert Babcock, Robert Zaorski, George Hill, Kevin Suggs, Sam Hughes, John Eid

**Meeting called to order at 6:00 PM**

A. CALL TO ORDER

B. ROLL CALL

C. COMMITTEE REPORTS

Information: 1. Chairman/Vice Chairman reports

Information: 2. DPW&T Report

Information: 3. FBO Report

Information: 4. Pax Air Ops Report

Information: 5. DED AeroPark Updates

D. OLD BUSINESS

Discussion: 1. Review updated draft LOA for R-4007 access

Action: 2. Approve February 27, 2023 Meeting Minutes & Action Items  
To approve the February 27, 2023 meeting minutes & action items

Motion by George Hill, second by Robert Lightstone.

Final Resolution: Motion Carries

Yea: Henri Sahut, Robert Lightstone, James Alexander, Albert Babcock, Robert Zaorski, George Hill, Kevin Suggs, Sam Hughes, John Eid

Discussion: 3. Review/Update Action Item list

E. NEW BUSINESS

Information: 1. Next business meeting April 24, 2023 at 6PM

F. PUBLIC COMMENT

G. ADJOURN

In Person Meeting at Regional Airport Terminal

Airport Advisory Board Minutes – 03/27/2023

Meeting Start: 6:00 PM

Members Present: Alexander (Chair), Lightstone (Vice Chair), Hill (Secretary), Zaorski, Suggs, Eid, Babcock, Sahut, LCDR Hughes (ex-officio member from NAS Pax River)

Others Present: Allison Swint (DPWT), Gary Whipple (DPWT), Ken Reed, Katherine Stormont (DED), Tim Wilson (local pilot)

Chairman's Remarks

AOPA Day held on Saturday (3/25). Good briefs.

Start planning now for forum with NAS Pax River for information exchange.

AeroPark Business Alliance meeting on airport signage 4/13/23, 0830.

DPWT Report: (Swint, Airport Manager, Gary Whipple):

County accepted (from the contractor) new entrance into the airport that will provide access for construction efforts and then will be transitioned to use by all with electronic keyfobs. New entry will come directly to the West ramp. Comments made regarding the high level of cleanliness being exercised by this contractor.

Work on repairs to the fence along Airport Road now complete.

Environmental assessment underway for further work on runway extension. Expect review by FAA and then provide information for public comment before execution. Some changes to methods for disposal reclamation have been found that should prove both faster and less expensive. Anticipate approximately 60 days until fully prepared for execution of the extension. Still expect the extension to be fully completed by end of the year.

The required environmental study /and removal has been reduced in scale and therefore will shorten the time. Next 60 days for completion then the pavement study and pavement rework. The pavement management study will be four core samples – with the results being the recommended rehabilitation.

Some additional tree removal being planned to ensure that approaches to runway 29 are in full compliance with regulations. Airport data and information portal-(ADIP) being used to verify compliance.

Discussion of obtaining the LUGM data regarding new construction near and/or affecting the airport. Board has requested that information regarding construction analysis be shared with AAB.

Inspection with MAA will be conducted on 4/6.

Maryland Aviation Day at Annapolis on 3/22 was hugely successful. Anticipate that it will become an annual event.

FBO Report, (Ken Reed, S. Hunt Aero)

Finishing up Building Z, expected to be completed by end of the week. Beginning signage transition for holdings of S. Hunt Aero.

Pax Air Ops Report: LCDR Hughes

Reviewing updates provided by FAA regarding RNAV runway 11 changes.

Several recent close calls between base aircraft and local VFR aircraft when the duty runway at Pax River is runway 14. Recommend emphasis on aircraft arriving from the east transit enroute to 2W6 at 1,000 Feet.

Final documentation on LOA for R-4007 will be completed by the next meeting and will be voted on at that meeting.

AeroPark update (Katherine Stormont):

Next AeroPark Business Alliance will be held on 4/13 in building 44193 at 0830. Consultants doing signage and way finding plans are being asked to brief full plan at this meeting.

Maryland Economic Development (MEDCO), a private company, reported to be working to provide recommendations on development of the West ramp area and future expansion. MOU with County expected 4/4.

Chairman briefed interactions between UMD Eastern Shore and UMD to further develop flight and maintenance training as it may apply to development of the West ramp area. University of Maryland Eastern Shore has four-year aviation (flying) program, is developing a maintenance program, and is considering expanding both to 2W6. Easy for the flying portion but more difficult for the maintenance expansion.

Old Business: Approval of 2/27/23 Meeting Minutes & Action Items. Motion to approve as written (Hill); second (Lightstone). Approved.

Discussion of approval process for the LOA with Pax River. Recent close calls have heightened awareness of the potential for conflict and need for additional training. Consider providing similar documents and training to GA pilots as is currently provided to new pilots reporting to NAS Pax River. More information in new action item no 38.

Discussion of Security actions taken by Airport Manager and ongoing efforts to improve security. Status regarding actions being taken by law enforcement to determine offender(s) associated with aircraft break ins earlier this year.

Review/Update Action Item list completed. New item added.

Allison Swint suggested that further coordination be established that would have direct interface between Aviation Safety representatives from NAS Pax River and GA pilot population operating out of 2W6. Voicemail was played depicting safety concerns from the safety office from Naval Test Wing Atlantic. First step (action item no 38) is to invite Doug Dickinson (NTWL Safety Officer) to the April meeting of the AAB and attempt to determine the best course of action going forward.

New business:

Discussion of any promotional events such as upcoming AUVSI competition that might need AAB involvement at this time. Distribution of calendaring of special events would allow time for preparation by staff of the Bird Dog Bistro as well as notification to local GA pilots.

Public Comment (Tim Wilson):

Desire for an easy way for the GA community to be aware of the 1000 ft recommendation for aircraft crossing the extended centerline of PAX runway 14 during VFR approach to 2W6. Discussion followed; this relates to action items 13 and 34, and new action item 38.

Meeting Adjourned: Motion (Lightstone); second (Suggs). Adjourned at 7:34 PM

Next Meeting: April 24, 2023 6 PM

Submitted by: Hill (Secretary)

St. Mary's County Airport Advisory Board  
Action Item List

Current: 03/27/23

| Action Item #                                    | Status | Open Date | Due Date (do not change) | Close Date | Originator | Assignee(s)                                | Action Item  | Status/Resolution   | Follow-up  |
|--|--------|-----------|--------------------------|------------|------------|--|--|---|--|
| <i>Action Items as of 03/27/2023 AAB Meeting</i> |        |           |                          |            |            |  |  |   |  |
| 6  | Open   | x/xx/18   | TBD                      |            | AAC        | DPWT                                       | Install runway end windsocks (or streamers)  | 8/26/19: to be included in ALP revision process (see AIs 10, 26); 9/27/21: to be included in AECOM ALP revision process; 3/28/22: ALP expected to be top priority soon; 8/22/22: pavement mgmt study current top priority; 2/27/23: contract issues with AECOM, pavement mgmt study expected to take 4 months once resolved; 3/27: no change  |  |
| 7  | Open   | x/xx/18   | TBD                      |            | AAC        | DPWT                                       | Relocate Anemometer where it can provide more accurate runway winds (treeline blocks wind from north impacting reported winds on AWOS and aviationweather.gov) | 8/26/19: to be included in ALP revision process (see AIs 10, 26); 9/27/21: to be included in AECOM ALP revision process; 3/28/22: ALP expected to be top priority soon; 8/22/22: pavement mgmt study current top priority; 2/27/23: contract issues with AECOM, pavement mgmt study expected to take 4 months once resolved; 3/27: no change  |  |
| 13   | Open   | x/xx/18   | 8/23/2021                |            |            | DPWT (Swint), AAB (Hill, Zaorski), NAS Pax | Improve deconfliction between Pax Rwy 14 Approach and 2W6, including AWOS language and updated Chart Supplement (formerly AFD) language                        | Discussion held with Pax Air Ops 12/3/18. RCO with NAS Pax? 6/24/19: Klapka/Swint to meet with Pax and report at next meeting; 10/26/20: no change; 12/7: no change; 1/25/21: Hill/Zaorski to replace Klapka; 2/22: Bob Z reached out to Pax Air Ops; 3/22: no chg; Hill/Zaorski to map strategy; 4/26: no chg, suggestion was keep this a safety issue; John Deatruck offered to bring this mtg up at next mtg between Pax and CSMC; 6/28: mtg w/ Pax, LCDR Palmer open to working together on this; suggestion made to add Pax Air Ops rep to AAB as ad-hoc member and to add a VHF freq to Pax ATIS (see AIs 32 & 33); 9/27: Pax River Air Ops ad hoc member of AAB will help greatly with this, but still open; 10/25: Alexander to develop proposed Chart Sup language for review by LCDR Palmer; 12/6: Proposed Chart Sup language provided to LCDR Palmer on 11/3, he concurred. AAB voted to approve proposed language. Allison to submit to FAA for publication. 1/24/22: Allison to send to FAA shortly; 2/28: Allison to send to FAA this week; 3/28: Allison to send to FAA this week; 4/6: Allison submitted military info, other inputs later; 4/25: Other inputs submitted, will close task when all inputs reflected in Chart Sup; 8/22/22: need to resend Chart Supplement info; 9/26/22: still need to resend chart sup info to Allison (done 9/29/22); 10/24: Allison submit after 11/1; 12/5: Allison absent; 1/23/23: Allison submitted Chart Sup language today; 2/27: Chart Sup language should be reflected on 4/20 publication | 6/24/19: Klapka to provide proposed language. Klapka response that Draft SOP contains proposed language. 12/6/21: Additional language to be recorded on AWOS; 3/1/22: safety info regarding mil traffic recorded on AWOS |

St. Mary's County Airport Advisory Board  
Action Item List

Current: 03/27/23

| Action Item # | Status | Open Date  | Due Date (do not change) | Close Date | Originator          | Assignee(s)      | Action Item  | Status/Resolution  | Follow-up |
|---------------|--------|------------|--------------------------|------------|---------------------|------------------|--|--|-----------|
| 24            | Open   | 10/28/2019 | 8/23/2021                |            | Public (Bob Hansen) | DPWT (Swint)     | Explore Compass Rose at 2W6. Obtain info from The 99s.               | 10/28/19: Bob Hansen to provide info from 99s at January meeting; 2/24/20: Hansen did not attend Jan or Feb AAB meetings; 6/22/20: POC change from Hansen to Klapka, he reports 99s no longer doing compass roses; 9/28: Ted to meet with Allison next week; 10/1: Ted & Allison identified location on west ramp, Allison checking with DPWT to see if they can survey and paint; 10/26: Allison awaiting response from DPWT; 12/7: DPWT has agreed to do, waiting for wx; 4/26: Allison to talk to Ron; 8/23: Allison to followup with Ron or Donnie; 9/27: Joanna Williams of 99s contacted Allison, interested in doing this in Spring; 10/25: no chg; 12/6/21: review again in Feb 22; 1/24/22: presentation by Joanna Williams of 99s MD chapter, they are happy to do it, 2W6 just needs to provide paint, etc. Allison to suggest weekend in Apr-Jun; 2/28: rebar under ramp doesn't allow for compass rose, new plan is 1 yr delay, rose will be painted at new runup area at dep end rwy 11; 8/22/22: further delay likely due to runway construction delays; 9/26/22: now expecting Apr 2024  |           |
| 34            | Open   | 6/28/2021  | 12/6/2021                |            | AAB (Alexander)     | Pax Air Ops, AAB | Update LOA on use of R-4007 to clarify procedures and update graphic | 6/28/21: mtg w/ Pax, LCDR Palmer agreeable to update; 9/27: update in work per LCDR Palmer, will coord with AAB prior to signatures; 10/25: routing on base for admin, then sent to Allison for review by AAB per LCDR Palmer; 12/6/21: no chg; 1/24/22: LCDR Palmer says update was sent to Allison, some confusion on whether there were any changes or not, Allison to send to Alexander; 2/28: AAB owes markups to Navy; 3/28: draft with updates to be sent to LCDR Palmer in April; 4/25: still owe inputs to LT Hughes (LCDR Palmer's replacement), George/Jeremy to provide inputs? 6/27: LT Hughes working on simplifying, will send draft to AAB, then AAB provide edits and send to 2W6 community for their inputs/feedback; 8/22/22: no update, LT Hughes absent; 9/26/22: no update, LT Hughes absent; 10/24: Good discussion with LCDR Hughes, Alexander provide suggested edits for next mtg; 12/5: Hughes absent; 1/23/23: Alexander inputs delayed until Feb meeting; 2/27: Alexander submitted suggested edits to LCDR Hughes on 2/19, LCDR Hughes and staff reviewing; 3/27: LCDR Hughes needs County signatories, then will send final draft LOA. Final draft sent 4/19. |           |
| 38            | Open   | 3/27/2023  | 4/24/2023                |            | DPWT (Swint)        | DPWT (Swint)     | Explore safety issues with Pax wing safety officer Doug Dickinson    | 3/27/23: Allison to invite Doug to Apr meeting   |           |

Airport Advisory Board Sign In Sheet  
 March 27, 2023

| Name                        | Initials  | Organization           | E-Mail or Phone # |
|-----------------------------|-----------|------------------------|-------------------|
| Jim Alexander               | <i>JA</i> | AAB Chairman           | (on-file)         |
| Bob Lightstone              | <i>BL</i> | AAB Vice Chairman      | (on-file)         |
| George Hill                 | <i>GH</i> | AAB Secretary          | (on-file)         |
| Albert Babcock              | <i>AB</i> | AAB Member             | (on-file)         |
| C.T. Sahut                  | <i>CS</i> | AAB Member             | (on-file)         |
| Kevin Suggs                 | <i>KS</i> | AAB Member             | (on-file)         |
| Robert Zaorski              | <i>RZ</i> | AAB Member             | (on-file)         |
|                             |           |                        |                   |
|                             |           |                        |                   |
| <b><u>County Staff:</u></b> |           |                        |                   |
| Jim Gotsch                  |           | Director DPW&T         | (on-file)         |
| Allison Swint               | <i>AS</i> | Airport Manager        | (on-file)         |
| Gary Whipple                | <i>GW</i> | Deputy Director, DPW&T | (on-file)         |
|                             |           |                        |                   |
| Ken Reed                    | <i>KR</i> | S. Hunt Aero, LLC      | (on-file)         |
| Pat Weaver                  |           | S.M. Hangars, Inc.     | (on-file)         |
| Dave Stanton                |           | Piedmont Flight Center | (on-file)         |
|                             |           |                        |                   |
|                             |           |                        |                   |
|                             |           |                        |                   |
|                             |           |                        |                   |