

**Airport Advisory Board Meeting (Monday, August 22, 2022)**

*Generated by Allison Swint on Monday, August 22, 2022*

**Members present**

Robert Lightstone, James Alexander, Albert Babcock, Kevin Suggs

**Meeting called to order at 6:02 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

D. OLD BUSINESS

Discussion: 1. Airport Terminal Food Service Update

Action: 2. Approval of June 27, 2022 Meeting Minutes & Action Items  
To approve the June 27, 2022 meeting minutes & action items

Motion by Robert Lightstone, second by Albert Babcock.

Discussion: 3. Review/Update Action Item list

E. NEW BUSINESS

Information: 1. Next business meeting September 26, 2022 at 6PM

F. PUBLIC COMMENT

G. ADJOURN

Motion by Robert Lightstone, second by Kevin Suggs.

In Person Meeting at Regional Airport Terminal

Airport Advisory Board Minutes – 08/22/2022

Meeting Start: 6:01 PM

Members Present: Alexander (Chair), Lightstone (Vice-Chair), Babcock, Suggs

Others Present: Swint (DPWT), Ken Reed, Pat Weaver, Tony Capozzi, Chris Woodburn

Chairman Report:

- Welcome Kevin Suggs to the Board
- Annual Report coming up soon – looking for volunteers to assist. Need to have a draft by the December meeting and approve and submit to the Commissioners in January

DPWT Report (Swint, Airport Manager):

- Runway construction update. Still having difficulties associated with old trash area and contractual issues. May be able to put in base, but not pave by end of the year. \$2.5M funding shortfall.
- Talon 240G UAS will be hung in terminal as soon as engineering issues solved.
- Pilot's lounge furniture received is discontinued, to be returned
- No SMECO update on vertiport power
- National Aviation Day Proclamation issued at 8/2 commissioner meeting
- Transportation by Bus service (STS) during working hours is available by request
- Deer problem is growing. DNR permit in work for hunting.
- Chart Supplement (A/FD) has been updated with inputs related to interface with the Navy base but needs a few corrections that will be submitted shortly
- Pavement Study by AECOM (airport consultant) is their first priority

FBO Report (Reed, S. Hunt Aero; Pat Weaver; Tony Capozzi):

- Z Hangar (Airtec) progressing, expect completion by end of year
- RCS Services has taken over the FBO role from Airtec. Crew car is dead, to be replaced.
- Atkinson Aeronautics Part 135 update – mid-September FAA testing, expect to begin charters in October

Pax Air Ops Report:

- No report

Old Business:

- Food service lease to be issued 8/23. Keys have been given and can start to set up. Planning on 9/1 with limited service 1030-1400 Wed-Sat. Currently the name is going to be Bird Dog Bistro.
- Meeting minutes and action item list from 6/27 meeting approved. Motion: Lightstone, Second: Babcock
- Action item list reviewed and updated

Public Comment: None

Meeting Adjourned: 7:07 pm. Motion (Lightstone), second (Suggs)

Next Meeting: September 26, 2022 6 PM

Submitted by: Lightstone

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

Current: 08/22/22

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 08/22/2022 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	
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	
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 Deatrick 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	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
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	

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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	
35	Open	1/24/2022	2/28/2022		AAB (Alexander)	DPWT (Swint)	Explore brighter lights at terminal ramp/parking lot and FBO ramp	2/28/22: no update; 3/28: County made funding request today via Bipartisan Infrastructure Law, working with SMECO is also an option; RCS (Piedmont) is installing LED lights at fuel pump and FBO ramp; 4/25: Bldg Services to update all to LEDs by end of summer; fuel pump ramp light OK; 6/27: will close when county completes light installation; 8/22/22: Alison checking with Bldg Services on lights	