



Randy McClement, Mayor

Richard Griffin, AICP, CECD, Director

FREDERICK MUNICIPAL AIRPORT

2016 AIRPORT COMMISSION

Michael O'Connor
City of Frederick Alderman

Jon Harden
Chairman

Jessica Fitzwater
Frederick County Council Member

Vacant
Citizen Representative

Edmond "Ted" Gregory
Vice Chairman

Dan Loftus
Pilot Representative

Steve Southworth
Rotating FBO Representative

Neil Lanning
Rotating FBO Representative

Jim Piccirilli
Rotating FBO Representative

STAFF

Nick Sabo
Assistant Airport Manager

Rick Johnson
Airport Manager

Timothy Davis
Transportation Planner

FREDERICK MUNICIPAL AIRPORT

COMMISSION MEETING MINUTES

DPW Training Room – 111 Airport Drive East

September 22, 2016 – 7:00 PM

Commission Attendees: Jon Harden, Chairman; Ted Gregory, Vice-Chairman; Steve Southworth, FBO Representative; Michael O'Connor, Alderman; Dan Loftus, Pilot Representative

Absent: Neil Lanning, Rotating FBO Representative; Jim Piccirilli, Rotating FBO Representative; Jessica Fitzwater, Frederick County Council Member

Other Attendees: Rick Johnson, Airport Manager; Richard Griffin, Director of Economic Development; Tim Davis, Transportation Planner; Nick Sabo, Assistant Airport Manager; Carl Morse, AM King; Luke Fetcho, Timmons Group; Bill Dunn, AOPA; Mike Woods, AOPA, Jeff Hamiel, Aviation Consultant; Brenda Tibbs, Citizen; John Majane, Citizen; Mark Kissner, Citizen

The Airport Commission Meeting was called to order at 7:00 PM by Commission Chairman, Jon Harden.

A. Approval of Minutes

The July 2016 minutes were approved as written after a motion by Ted, a second by Dan, and all in favor.

B. Old Business

1. ALDI Warehouse Expansion Proposal – Tim introduced the ALDI planning team to review the latest revision of the ALDI warehouse expansion. Carl Morse and Luke Fetcho explained how they worked with representatives from the Federal Aviation Administration (FAA) and Maryland Aviation Administration (MAA) to develop a 47,000 sq. ft. expansion plan that would not violate Part 77 surfaces of the airport. Airport staff and commission members acknowledged the efforts taken by Carl and Luke to find an agreeable solution for both parties. ALDI plans to break ground on the expansion early next year.

2. McHenry Land Lease/Easement Discussion – Airport staff created an initial draft lease for McHenry's use of airport-owned property to access their facility; however it still must undergo legal review. Once the lease is in the final draft stage it will be sent to the commission for review.

**3. Self-fueling Guidelines** – Rick explained that the draft document is nearly complete; however we have one outstanding RFI to Delta that needs resolution. Once finalized, staff will send to Legal, MAA, FAA, and the airport commission for final review prior to taking before Mayor and Board for approval/adoption.

**4. Bravo Flight Training** – Airport staff completed their review of the application documents provided by Bravo Flight Training and the business appears to have met all requirements prescribed by Sections 3 and 4 of the FDK Minimum Operating Standards. The City’s Legal Department provided guidance that, pending their favorable review, Bravo Flight Training will be issued a letter from the Mayor granting permission to operate as a business at FDK, and another letter from the Airport Manager with requirements to maintain this approval. Ted Gregory made a motion to offer a letter of recommendation to the Mayor in support of the Bravo Flight Training business application. The motion was seconded by Dan Loftus and passed with all in favor.

## C. Project Updates

**1. Wildlife Hazard Assessment (WHA), AIP 3-24-0017-040-2015** – Nick gave an overview of the status of the WHA. Eight surveys have been completed to date (Feb-Sep). The airport receives monthly reports from the contractor that detail the number of wildlife spotted, frequency, and location. The final survey will be conducted in January 2017 and a final report expected within 4-6 thereafter.

**2. Bailes Lane Demo, AIP 3-24-0017-041-2015** – Rick provided an overview of the other projects associated with AIP Grant #41 (demolition is complete). The Washington Gas relocation project along Bucheimer Road is ongoing. The future relocation of the glideslope out of the runway object free area (ROFA) is being modeled by Ohio University. Once complete, the grant has funding available to enter into reimbursable agreements with the FAA for scoping and design work. This is necessary because the glideslope is an FAA-maintained asset.

**3. Obstruction Removal Phase 2, AIP 3-24-0017-042-2016** – The FAA grant for this fiscal year has been applied for and received (“AIP #42”). The grant will fund a project to remove and grade approximately 187,000 cubic yards of dirt from the south end of the airfield to bring the airport into compliance with FAA obstruction clearance criteria. A water main will also be relocated from old Bailes Lane to along Bucheimer Rd. Jon asked if this project would impact the south t-hangar tenants in any way. Rick explained that a drainage line to be installed along TWY Alpha will restrict access to the south t-hangars for approximately 15 days. Tenants were made aware through email or letter, and a meeting was held on July 21, 2016 at the National Aviation Community Center (NACC) specifically to discuss the issue.

**4. Snow Removal Equipment (SRE) Building (Construction), MAA-GR-17-004** – This MAA special grant is for \$500K towards the construction of the facility and was approved by the Mayor and Board of Aldermen. The project was awarded to the low bidder, Rockwell Construction Company, and Notice To Proceed (NTP) is expected to be given in 2-3 weeks. NOTE: The previous grant for the design of the SRE facility (MAA-GR-16-002) is now closed.

## D. New Business

**1. Hangar Development** – The topic was presented by the commission chairman, Jon Harden. Jon explained that he wants the commission to explore hangar development due to the high demand (as evidenced by the hangar waiting list), and possible demolition of the southernmost t-hangars. Various ideas and proposals were discussed. Jon emphasized the importance of finding a way to build hangars and ensuring that current tenants are not displaced by upcoming airfield construction.

Rick stated that the airport shares the desire to construct additional hangar facilities as quickly as possible. He added contextual information to the discussion and shared experiences from peer airport managers about some of their challenges with developing new hangars.

Richard Griffin introduced Jeff Hamiel, a consultant with the Aircraft Owners and Pilots Association (AOPA). Jeff is the former director of the Metropolitan Airports Commission (MAC) and is working with AOPA on methods to increase development and achieve self-sustainability for general aviation airports. He availed himself to the airport commission as a resource.

Discussion followed regarding the development of corporate hangars and the airport's debt situation. Rick mentioned that staff is looking into issuing an RFP for the 'F1' site, located between the Maryland State Police and Richard Crouse & Associates. He concluded by saying that developing the airport is a team effort and we will look to the commission as a strategic partner to achieve our goals.

**E. Commissioner Reports**

**F. Public Comment**

**1. John Majane** – He has been a south t-hangar tenant for many years and thinks south tenants should be given the right of first refusal for north standard hangars as they come available. Tenants on the south end want to protect their investment and should be given more consideration.

Jon asked if Rick had an updated timeline on the potential demolition of the south hangars. Rick explained how the plan is dependent on FAA funding, which may change based on how the work is classified, as certain costs are only eligible during certain portions of the project. Rick reiterated that any project elements that could impact tenants will be communicated as quickly as possible.

**2. Mark Kissner** - Mark is a new tie down tenant and interested in the discussion about development, as he plans to have a long future at FDK.

**G. Announcements** – None.

The meeting ended at 8:31 PM after a motion for adjournment by Ted Gregory, a second by Steve Southworth, and all in favor. The next scheduled meeting will be held December 1, 2016 at 7:00 PM at the Department of Public Works (DPW) Training Room, 111 Airport Drive East.

Minutes prepared by Nick Sabo, Assistant Airport Manager