



FREDERICK MUNICIPAL AIRPORT

Randy McClement, Mayor

Richard Griffin, AICP, CECD, Director

2016 AIRPORT COMMISSION

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City of Frederick Alderman

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Citizen Representative

Steve Southworth
Rotating FBO Representative

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Vice Chairman

Neil Lanning
Rotating FBO Representative

Jessica Fitzwater
Frederick County Council Member

Dan Loftus
Pilot 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

July 28, 2016 – 7:00 PM

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

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

Other Attendees: Rick Johnson, Airport Manager; Tim Davis, Transportation Planner; Nick Sabo, Assistant Airport Manager; Steve Horn, Director of the Planning and Permitting Division for Frederick County; Stephen Richter, Citizen; Brenda Tibbs, Citizen; Frank Watson, Citizen; Patricia Gallagher, Citizen; David Kenny, Citizen; Thomas Dineen, Citizen

The Airport Commission Meeting was called to order at 7:00 PM by Commission Vice-Chairman, Ted Gregory.

A. Approval of Minutes

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

B. Old Business

C. Project Updates

1. Wildlife Hazard Assessment (WHA), AIP 3-24-0017-2015-40 – Nick reviewed the current status of the WHA. Six surveys have been completed to date (Feb-July). The airport has received monthly reports from the contractor that detail the number of wildlife spotted, including frequency and type. The final survey will be conducted in January 2017 and a final report drafted thereafter.

2. Bailes Lane Demo, AIP 3-24-0017-2015-41 – Rick provided an overview of the Bailes Lane demolition and other projects associated with AIP Grant #41. The demolition is complete and the Washington Gas relocation project along Bucheimer Road is set to begin in the next few weeks and is estimated to take 30-60 days. Other engineering tasks associated with the grant are on track.

3. Snow Removal Equipment (SRE) Building, MAA-GR-16-002 – This grant was for the design of a new SRE facility. Six bids were received when the project was put out for bid in June. The notice to proceed (NTP) for construction will be issued after a grant is offered by the Maryland Aviation Administration (MAA) and approved by the Mayor and Board of Aldermen.

D. New Business

1. Frederick County Comprehensive Plan and Zoning Ordinance – Tim introduced the topic by explaining the importance of zoning around the airport and articulated staff’s goals in pursuing zoning regulation with the County: 1) Include airport land-use in the County’s comprehensive plan 2) Recognize the boundaries and restrictions of the Airport Overlay District 3) Include the airport as a referral agency for zoning applications and 4) Rework the exemption for communications towers built for the County. Steve Horn, Director of the Planning and Permitting Division for Frederick County, echoed Tim’s sentiment about the importance of working together on these matters. To restart the discussion at the county level he proposed to introduce the topic of zoning and compatible land use to the Transportation Board that manages transportation issues. Tim requested that the Airport Commission make a recommendation to the Mayor to take this matter up with the County Executive. Ted requested an electronic vote on the motion of sending a letter to the Mayor in support of zoning efforts after commission members had reviewed a draft letter sent by Tim.

2. ALDI Warehouse Expansion Proposal – The ALDI warehouse on Gas House Pike is at the “sketch plan” level of a proposed expansion. Ted asked about the proximity of the facility to the airport and what criteria, if any, it could affect. Tim explained that the building sits outside the runway protection zone (RPZ) and is therefore not a zoning problem; however it could violate Part 77 airspace surfaces depending on the final orientation and height of the expansion. ALDI’s engineering firm has been in communication with the FAA, MAA, and airport staff to revise the proposal so it does not negatively affect airport operations.

3. Renn Property Annexation – The Renn property owners (adjacent to Tom’s farm and Gas House Pike – not Monocacy Blvd) is assessing a proposed annexation into the City of Frederick. Michael O’Connor added that the proposal is to be annexed as light industrial zoned space. There was discussion about how the commission would recommend an avigation easement be required as a condition of annexation if it were to move forward.

4. FY17 Grant Applications – The City bid two projects in June that will be incorporated in two grant applications for fiscal year 2017. The snow removal equipment (SRE) facility solicited six bids, all of which were higher than anticipated. Rick explained that the airport is submitting a Special Grant request to the Maryland Aviation Administration for \$500K to offset the cost of the \$1.4M building (base bid only). The next phase of the obstruction removal project (“Phase 2”) also received six bids. A federal grant application was submitted to the FAA for \$3.7M (90% of the total cost of \$4.1M) which includes Phase 2 construction and associated project administration costs. It is possible the FAA could award additional grant dollars to fund additional earthwork, but remains TBD at this time.

5. McHenry Land Lease/Easement Discussion – Rick gave an overview of the McHenry site. The access road that the business utilizes was purchased by the airport with federal funds during the acquisition of the Bailes Lane and Bucheimer Rd. properties. Since the airport is moving ahead with grading, utility relocation, and fencing in this area, McHenry has expressed an interest in leasing the land from the airport and thus protecting this access way. A full appraisal of the property was conducted and provided to the commission for review. The airport expects about \$5,000 annually from the non-aeronautical ground lease. The next step is to prepare a lease.

6. East Frederick Rising Invitation – Tim outlined the history of the involvement between the airport and East Frederick Rising (“EFR”) and emphasized the importance of working together on development matters near the airport. He asked for the commission to consider regular attendance at EFR meetings and vice versa.

7. Self-fueling Guidelines – There has been an interest in noncommercial self-fueling at the airport. Rick explained how we cannot refuse the right to self-service, including fueling. Airport staff is working with our

consultants to develop a local directive to define the policies and procedures for aircraft owners/operators to self-fuel.

8. Bravo Flight Training Proposal – Rick introduced Brenda Tibbs, who is interested in starting a flight training business at FDK. Brenda wishes to start a Part 61 school with future growth incorporating a Part 141 syllabus. She discussed the vision, operational structure, short-term and long-term goals, and vision of her business. Brenda had a letter of support from Neil Lanning. Additionally, Ted shared an email from the Commission Chairman, Jon Harden, voicing full support for Brenda and Bravo Flight Training. There was discussion and questions about the requirements that must be followed for a new business tenant at the airport. Rick said that he will address the next steps with the City’s legal department and get back to the commission via email. No formal motions were made, however the commission is fully supportive of the proposal moving forward.

E. Commissioner Reports

F. Public Comment

Three citizens, Steven Richter, Frank Watson, and Thomas Dineen, all expressed support for Brenda both personally and professionally.

G. Announcements – None.

The meeting ended at 8:04 PM. The next scheduled meeting will be held September 22, 2016 at 7:00 PM at the Department of Public Works (DPW) Training Room, 111 Airport Drive East.

Meeting notes prepared by Nick Sabo, Assistant Airport Manager