



FREDERICK MUNICIPAL AIRPORT

Michael O'Connor, Mayor

Richard Griffin, AICP, CECD, Director

2018 AIRPORT COMMISSION

Roger Wilson
City of Frederick Alderman

Edmond "Ted" Gregory
Chairman

Michael Blue
Frederick County Council Member

Ryan Boehm
Citizen Representative

Dan Loftus
Vice Chairman

Jon Harden
Multi-User Representative

Steve Southworth
Rotating FBO Representative

STAFF

Andrew Moore
Assistant Airport Manager

Rick Johnson
Airport Manager

Timothy Davis
Transportation Planner

FREDERICK MUNICIPAL AIRPORT

COMMISSION MEETING MINUTES

AOPA National Aviation Community Center (NACC) | 296 Bucheimer Road
December 04, 2018 | 7:00 PM

Commission Attendees: Ted Gregory, Chairman; Dan Loftus, Vice-Chairman; Steve Southworth, Rotating FBO Representative; Ryan Boehm, Citizen Representative; and Jon Harden, Multi-User Representative.

Absent: Jessica Fitzwater, Frederick County Council Member; Roger Wilson, City of Frederick Alderman

Other Attendees: Rick Johnson, Airport Manager; Richard Griffin, Director of Economic Development; Andrew Moore, Assistant Airport Manager; Members of AOPA: Tim Fortune, Mike Fillucci, and Chris Eads.

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

A. Approval of Minutes

The September 2018 minutes were approved as written following a motion by Dan Loftus, second by Steve Southworth, with all in favor.

B. Old Business

- **Review development options for future ramp layouts (Delta Airport Consultants)** – Adam Switzer from Delta Airport Consultants presented three versions of ramp design planned to accept group III aircraft. A review of the purpose of redesigning taxiway E as to remove direct access from ramp to runway shown in the ramp designs per FAA airport design guidance. A comparison of historic tie down availability vs usage was discussed for the purpose of planning the number of tie downs planned for this future ramp. Two conclusions were reached: hangar and ramp planning were at the core of this plan and components of the ramp plan, such as tie downs, can be moved, added, and deleted as demand changes.

- **Special Olympics Maryland Airport 5K** – Generated over \$8,000 for charity with about 250 runners on a harsh weather day. The hope is to make this an annual event with increasing community participation. The event organizers will continue to pursue a plane pull for following events.
- **Self-Fueling Guidelines** – Remain on the agenda with no updates.
- **Strategic Planning** – No updates
- **Hangar Development “F4 Site” Status - AOPA to discuss F-4 Hangar development** – At the time of the Airport Commission meeting, the Mayor and Board were planning to vote for approval. Since the meeting, the F4 contract has been approved and signed on December 11th, 2018, creating a timeline for the first phase completion at 24 months from this date. It was discussed that the current airport hangar waitlist would be used to solicit F4 hangar tenants, while also maintaining a concurrent airport waitlist. Mike Fillucci presented on the three phases of the F4 development project which could total 122 hangars at project completion. Phase one has a timeline to completion of 24 months from contract signing. Rick Johnson noted that the land will only be released to AOPA in phases and if they decide to not develop subsequent phases, the land will revert back to the city. A motion was made to recommend approval by Dan Loftus and a second made by Steve Southworth. A vote of four in favor and one member, Ted Gregory abstaining.

C. Project Updates

- AIP 3-24-0017-40 Wildlife Hazard Assessment (WHA)
The objective of this project is to conduct an assessment of wildlife on and around the airport environment and develop strategies to mitigate their impact on airport operations. Delta is finalizing the WH Plan for City to review. Next step is FAA/MAA review and comment. The grant agreement was approved on 10/15/15 for a total project amount of \$64,500; active work began on 10/26/15; project completion is anticipated on/about 01/31/19. No comments
- AIP 3-24-0017-42 “Phase 2” Obstruction Removal
The project includes grading for the existing Runway 5-23 and the proposed future 600 foot extension to the Runway 5 end. This work will allow the runway to meet obstruction and design standards once extended by 600’. The grant agreement was approved on 8/18/16 for a total project amount of \$4,521,914; active work began on 3/6/17; project completion is anticipated on/about 03/15/19. Waiting FAA response for closeout date, Included in this grant is an FAA reimbursable agreement for the glideslope work in Grant 45. No comments.
- AIP 3-24-0017-43 Extend Runway (Environmental Permitting) – 05/23
The project includes an assessment of the proposed 180 foot extension to Runway 23 to identify issues and costs associated to complete the extension. The grant also includes preliminary design work to develop options for a future apron rehabilitation project. The grant agreement was approved on 8/23/17 for a total project amount of \$247,000; active work began on 12/8/17; project completion is anticipated on/about 05/15/19. No comments.
- AIP 3-24-0017-44 Extend Runway 5 Design
This project consists of designing the extension of Runway 5, 600 feet by 100 feet, designing parallel Taxiway “A”, 600 feet by 35 feet. ; The grant agreement was approved on 8/16/18 for a total project amount of \$427,778; Active work began on 10/22/18; project completion is anticipated on/about 06/01/19. No comments.
- AIP-3-24-0017-45 Runway 5-23 Obstruction Removal – Phase 3
This Phase will include the complete removal of terrain obstructions on the south end of the airfield that could not be completed under the previous phase. Additionally, this project will include the Glideslope/AWOS to be relocated outside the Object Free Area (OFA); the grant agreement was approved on 8/16/18 for a total project amount of \$4,593,799; active work began on 10/23/18; project completion is anticipated on/about 08/31/19. Contractors on a winter stop at calendar day 32 of 240. The contractor cannot demolish the south

hangars until day 90, which secures the timeline that was given to the south tenants. Communication with them is ongoing.

D. New Business

- **AOPA initial discussion for 80th Anniversary Fly-In 2019** – Chris Eads presented the plan to hold this fly-in May 10-11 weekend. The commission wanted to know what else AOPA would be asking the city to provide to help with the event. Additionally differences between airshow and fly-in were explained.
- **Annual Airport Fee Study Analysis** – Assistant Manager, Andrew Moore presented the FY20 airport fee study with a recommendation of a 2.3% rate increase for FY20. The commission expressed that they agree with the methodology of the rate fee process and would like to see some additional local hangar rate information from Hagerstown, Leesburg, and Westminster (Carroll County) airports as these are the nearest airports with hangars, some being similar type airports, some not. Andrew Moore responded that Westminster was not included in the study was erroneous. Westminster was labeled as Carroll County airport and was included in the rate study; 41'-43' hangar doors with price ranging from \$375-\$425. A motion was made to accept the rate increase with a vote of four in favor and one abstaining.
- **FY20 Budget** – Rick Johnson discussed the FY20 airport budget with no questions or comments.

E. Commissioner Reports

Steve Southworth reported that he, Todd Johnson, AOPA, and Rick Johnson presented to Catoclin High School about aviation careers.

Dan Loftus acknowledged the positive presence of having AOPA at the airport and to the hard work by airport administration.

F. Public Comment – None.

G. Announcements – Airport Commission Chairman, Vice Chairman Elections will be held during the January meeting.

H. Adjournment

Ted Gregory adjourned the meeting at 8:50 PM. The next meeting is scheduled for Thursday, January 24th, 2019 at 7:00 PM at the AOPA National Aviation Community Center (NACC).

Minutes prepared by Andrew Moore, Assistant Airport Manager.