



## FREDERICK MUNICIPAL AIRPORT

Michael O'Connor, Mayor

Richard Griffin, AICP, CECD, Director

### 2019 AIRPORT COMMISSION

**Roger Wilson**  
City of Frederick Alderman

**Edmond "Ted" Gregory**  
Chairman

**Michael Blue**  
Frederick County Council Member

**Ryan Boehm**  
Citizen Representative

**Jon Harden**  
Vice Chairman

**Dan Loftus**  
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

May 23, 2019 | 7:00 PM

**Commission Attendees:** Ted Gregory, Chairman; Steve Southworth, FBO Representative; Jon Harden, Multi-User Representative; Michael Blue, Frederick County Council Member.

**Absent:** Roger Wilson, City Of Frederick Alderman; Dan Loftus, Vice Chairman; Ryan Boehm, Citizen Representative.

**Other Attendees:** Rick Johnson, Airport Manager; Andrew Moore, Assistant Airport Manager.

#### A. Call To Order

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

#### B. Approval of Minutes

The draft March 28, 2019 minutes were approved. Jon Harden made a motion and Steve Southworth second, with all in favor.

#### C. Old Business

- **F-4 site, AOPA Hangar Development** – May 28<sup>th</sup> was the deadline for initial submission to The City of Frederick planning commission; waiting on timeline from builder.
- **AOPA 80th Anniversary Fly Inn May 10-11, 2019** – 11,000 people over the two days and national media coverage. Despite rain Friday night, it was noted that the "elephant walk" of aircraft in front of the audience was enjoyable. Runway 12/30 was completely full of two rows of visiting fly in aircraft with only one aircraft left on the runway which had to be towed off.
- **FY20 Budget** – FY20 budget was passed by Mayor and Board. No changes to the budget as previously presented; however, a 1 percent increase was approved for all City employees in an effort to remain competitive in the labor market.

- **Strategic Planning** – No discussion.

#### D. 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. The grant agreement was approved on 10/15/15 for a total project amount of \$64,500; active work began on 10/26/15; Loomacres draft Wildlife Hazard Plan was sent to FAA/MAA for review and comments on December 21, 2019; project completion is anticipated is dependent on FAA.*

- AIP 3-24-0017-41 Bailes Lane Demo / Washington Gas Relocation

*The project is to remove obstructions to the current and future threshold of Runway 5. This will consist of the removal of residential, commercial, and industrial buildings previously acquired by the City, as well as the relocation of a Washington Gas transmission main to accommodate future object free area (OFA) grading. Design work is also to be completed for the relocation of the glideslope antenna supporting the instrument landing system (ILS) to Runway 23. The grant agreement was approved on 10/15/15 for a total project amount of \$2,999,538; active work began on 10/26/15; the construction phase Reimbursable Agreement (RA) for the Phase 3 project associated with the glideslope is funded in this grant. The grant is to be closed in the spring of 2019 with the payment already made. When the RA closes and final costs are known (fall of 2019) then the Airport, FAA, and MAA will resolve any cost-accounting needed to document that all funds are used for Airport Improvement Plan (AIP) eligible work. The City staff is working on the final RFR. When the construction phase glide slope Reimbursable Agreement for the Phase 3 project (AIP- 45) construction closes (fall 2019) the Owner, FAA, and MAA will resolve any cost-accounting needed to document that all funds are applied against future AIP-eligible work*

- AIP 3-24-0017-42 “Phase 2” Obstruction Removal

*The project includes grading for both the existing Runway 5-23 as well as the proposed future 600 foot extension to Runway 5. The project will also provide rough grading for the associated parallel taxiway relocation and extension associated with the runway extension. This work will allow the runway to meet current obstruction standards as well as design standards once extended to its full length. 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; A final Delta invoice has been issued and under review by the City. Record drawings and the Final Report have been updated with the final grant costs and sent with the invoice. Grant closure may begin once all accounting and documents have been reviewed. Project completion is anticipated on/about 6/1/19. Staff is beginning grant closure efforts.*

- 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 affecting the extension 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; Final designs were presented to the Airport Commission with no additional comments or direction.*

- Extend Runway 23 Feasibility Assessment

*The City and Delta discussed this project on March 12. Delta is to make revisions to the report and exhibits as discussed. Project completion is anticipated on/about 7/1/19.*

- AIP 3-24-0017-44 Extend Runway 5 Design

**Background:** *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. The 90% review plans and Design Engineering Report were sent out on February 26. These went to the Airport, FAA, and MAA. All items are available via PDF as needed too. Transfer of the plans may need to be done via a file transfer due to their size. The Improvement Plans submission was made to the City on February 26, 2019. The submission to the Conservation District was made on February 26, 2019. Preliminary results of the Part 77 assessment for the RW 5 approach development are in. The critical obstruction for vertically guided approaches was discussed with the City (tree line adjacent to Tulip Hill). This and other (minor) issues will be reviewed with the City prior to submission of the data to AGIS. This may be the week of March 11. The proposed PAPI surfaces (OCS, LSCS) are clear.

**Current:** The plans have been approved by the City, SCD, FAA, and MAA.

- Delta is to provide plans for signature by the City & SCD. Historically the conformed RFC plan set (inclusive of all Addenda after bidding) has been used for the signature set. The SCD review fee of \$2,100 is to be submitted with these plans.
- Delta will apply for the NPDES permit once the conformed documents are complete.
- Delta will prepare the City/SCD inspections fee form in the coming weeks.
  - The project was advertised for bids on May 13 by the City. Bid schedule is as follows:
- Prebid Meeting – May 22 at 11:30
- Bid Opening – June 6 at 2:00 PM
  - The FAA and MAA have approved the approach obstacle information. The data will be uploaded to AGIS by the end of May.

- 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. The project is on a Winter Stop effective November 27, 2018 (calendar day 32 of 240). The next progress meeting is May 21 at 10:30 AM. The project has been experiencing extraordinarily high rainfalls recently.

- Future Task Order – Relocate Parallel Taxiway

Delta has sent out RFP's for this Task Order for survey and Geotech. The precise deliverables for the first Phase should be discussed with the City prior to final contract development.

- Future Task Order – Extend Runway 5 – Phase 1 (CA Phase)

Delta needs to discuss an item on AGIS record surveys with the City. The project is to include an Airport Layout Plan (ALP)/Property Map update to reflect as-built conditions. This is to include all sheets impacted by the development. Delta will present a more detailed interpretation of what they believe the scope is for review. The ALP update is to include revisions depicting the apron scheme selected from the AIP-43 project above (once selected). Mark Smith (FAA) is preparing a Reimbursable Agreement for the turning on/off and flight check of the Localizer (LOC) for the project.

**E. New Business** – Aviation consultant RFP is currently out closing June 22<sup>nd</sup>. This is a process that is awarded every five years.

**F. Commissioner Reports –**

Mike Blue: the Frederick County Council recently passed the 2020 budget, working on livable Frederick plan, and a charter review commission being appointed. It was asked if the livable Frederick plan included aviation transportation. Mr. Blue said he would look into how aviation transportation played a role as it relates to FDK within the livable Frederick plan.

Steve Southworth: New fuel farm up and running Jet A 15,000 gallons and 100LL 12,000 gallons; represents a big investment from Signature in FDK. Also the self-serve 100LL card reader hardware and software was replaced and updated.

**G. Public Comment –**

No comment.

**H. Announcements**

None

**I. Adjournment**

Ted Gregory called for adjournment at 7:25 PM; Jon Harden moved to adjourn with Steve Southworth second. The next meeting is scheduled for Thursday, July 25<sup>th</sup>, 2019 at 7:00 PM at the AOPA National Aviation Community Center (NACC).

Minutes prepared by Andrew Moore, Assistant Airport Manager.