



2020 AIRPORT COMMISSION

Roger Wilson
City of Frederick Alderman

Edmond “Ted” Gregory
Chairman

Michael Blue
Frederick County Council Member

Tammy Harris
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

Vacant
Transportation Planner

**FREDERICK MUNICIPAL AIRPORT
VIRTUAL COMMISSION MEETING Agenda
December 1, 2020 | 7:00 PM**

Attendance: Ted Gregory, Tammy Harris, Dan Loftus, Steve Southworth, Rick Johnson, Richard Griffin, Andrew Moore

A. Call to Order

- Ted Gregory called the meeting to order at 7:00 PM

B. Approval of Minutes

- Dan Loftus made a motion to approve prior meeting minutes with Steve Southworth as a second.

NOTE: New Citizen Representative: Tammy Harris

C. Old Business

- AOPA Hangars – Rick Johnson spoke about the termination agreement that AOPA and The City of Frederick entered. Public Mayor and Board workshop meetings can be found on The City of Fredericks website.
- Signature Technicair - Steve Southworth, Signature Flight Support discussed an agreement to have a third party, Bravo Maintenance, take over their maintenance shop in order to satisfy their lease obligations. The agreement has yet to be completed but should be by the next meeting.
- Strategic Planning

D. Project Updates

Grant #	Purpose	Grant Approved date	Work Start Date	Original amount	Current status

AIP 3-24-0017-43	<u>Extend Runway(Environmental Permitting) 5/23</u>	8/23/17	12/08/17	\$247,000	<i>On-Going</i>
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The project includes an assessment of the proposed 180 ft extension to Runway 23. The grant also includes preliminary design work to develop options for a future apron rehabilitation project.

****Extend Runway 23 Feasibility Assessment**

Delta amended report and sent it to the Airport on October 13 for review. The City has forwarded the report to the FAA/MAA for review and comment.

Grant #	Purpose	Grant Approved date	Work Start Date	Original Project Estimate/ Final Amount	Current status
AIP 3-24-0017-44	<u>Extended Runway 5 Design</u>	8/16/18	10/22/18	\$427,778/ \$401,999.27	<i>Requested closure 3/5/2020</i>
<p><i>This project consists of designing the 600 feet extension of Runway 5 and providing bid documents.</i></p> <ul style="list-style-type: none"> • See below "AIP – 3- 0017-46 Extend Runway 5/23" for future grant updates. 					
AIP 3-240017-45	<u>Runway 5/23 Obstruction Removal – Phase 3</u>	8/16/18	10/23/18	\$4,593,799/ \$ Final TBD	Sponsor Issued Final Acceptance
<p><i>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)</i></p> <ul style="list-style-type: none"> • Record Drawings & Final Report are complete • A final invoice will be issued November 8· 2020. • Intend to close in November. 					
AIP 3-24-0017-46	<u>Extend Runway 5/23</u>	09/24/19	6/1/2020	\$5,515,000	Construction
<p><i>Extend Runway 5/23 consists of an additional 600' on the Patrick Street end of Runway 5, associated taxiway/runup area, and design of Phase 1 of Taxiway A relocation. The fully executed grant was returned to the FAA on September 24th.</i></p> <p><u>Task Order 18 – Extend Runway 5 – Phase 1 (CA Phase)</u></p> <ul style="list-style-type: none"> • 5,819' Runway 5/23 usable September 14th, 2020 as of 7:00 am. • A final nighttime Flight Check for PAPI, REILS, Localizer were flown November 15, 2020. <p><u>Task Order 19 – Relocate Parallel Taxiway (Design)</u></p> <ul style="list-style-type: none"> • Low bid from C. William Hetzer, Inc. Alternative 1 will be completed. • Stormwater and erosion control plans have been reviewed and approved 					
AIP 3-24-0017-47	<u>Relocate Parallel Taxiway A – Phase 1</u>	8/12/20	TBD	\$3,670,400	Funding and contract in place
<p><i>Relocate Parallel Taxiway A – Phase 1 consists of the construction of new Taxiway A at the correct 400' offset from runway centerline from the end of AIP – 46 construction through to Taxiway C/E (Alt 1). This grant also includes the design and bidding of Relocate Parallel Taxiway A – Phase 2.</i></p> <p><u>Task Order 1 – Relocate Parallel Taxiway – Phase 1 (CA Phase)</u></p> <ul style="list-style-type: none"> • Grant offer AIP – 47 has been offered and accepted by the City. • C. William Hetzer, Inc. contract documents are being reviewed by FAA for Alternate 1 <p><u>Task Order 2 – Relocate Parallel Taxiway – Phase 2 (Design)</u></p> <ul style="list-style-type: none"> • Design/Bidding of Phase 2 of Taxiway relocation • Delta has begun the Final Design of this. An Owner-update meeting is to be scheduled with the Airport in November to discuss the project. • Project is proposed for bidding in the spring of 2021. 					

E. New Business

- FY22 Budget
 - o Hangar rate study white paper and 2.0% increase in hangar and tie down rates. Andrew Moore reviewed the 2021 hangar rate study and the airport recommends a hangar rate increase of 2.0%. Dan Loftus made a motion to accept the rate increase study and Steve Southworth seconded with all in favor.
 - o Rick Johnson reviewed the FY22 and what will be presented to Mayor and board for approval in February. There was also discussion of Frederick County involvement in funding airport operations.
- ACIP – Rick reviewed the planned capital projects coming up this year as well as the longer seven year FAA ACIP planned projects.

2021 Extend Runway – Relocate Taxiway Phase 2 (Construction)	\$3,645,000
2022 Extend Runway – Relocate Taxiway Phase 3 (Construction)	\$4,095,000
2023 Expand South Corporate Apron – Design	\$225,000
2024 Expand South Corporate Apron – Construction	\$5,000,000
2025 Rehabilitate Runway 5/23 – Design	\$450,000
2026 Rehabilitate Runway 5/23 – Construction	\$3,600,000
2027 Rehabilitate Taxiway – Design	\$270,000
2028 Rehabilitate Taxiway – Construction	\$3,000,000

F. Commissioner Reports

None

G. Public Comment

None

H. Announcements

None

I. Adjournment

- Ted Gregory called for adjournment at 7:35 pm.

2020 Airport Commission Regular Meeting Schedule*

DATE	TIME	LOCATION
<i>December 1st*</i>	7PM	Virtual
<i>January 28th</i>	7 PM	Virtual
<i>March 25th*</i>	7 PM	Virtual

**Subject to change*

Individuals requiring special accommodations are requested to call 5 days prior to the meeting to make arrangements. The City of Frederick Government does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, genetic information, or any other legally protected group in employment or in the provision of services.