



2021 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

Vacant
Assistant Airport Manager

Andrew Moore
Airport Manager

Vacant
Transportation Planner

FREDERICK MUNICIPAL AIRPORT

VIRTUAL COMMISSION MEETING Minutes

December 2, 2021 | 7:00 PM

Attendance: Ted Gregory, Dan Loftus, John Harden, Michael Blue, Richard Griffin, Andrew Moore

- A. Call to Order**
Ted Gregory called the meeting to order at 7:00 pm
- B. Approval of Minutes**
Motion to approve by Dan Loftus, seconded by Tammy Harris with all in favor.
- C. Old Business**
 - Strategic Planning
- D. Project Updates**

Grant #	Purpose	Grant Approved date	Work Start Date	Original amount/ Final Amount	Current status
AIP 3-24-0017-43	<u>Extend Runway(Environmental Permitting) 5/23</u>	8/23/17	12/08/17	\$247,000/ \$233,126.71	<i>Closeout expected in the fall</i>

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**

This report has been updated to reflect the airports desire to not make the 180 foot extension of Runway 23 a funding priority at this time, but to continue pursuing obstruction removal in the Runway 23 approach corridor.

The FAA is reviewing final drafts of reports and requires us to close this grant by September.

Grant #	Purpose	Grant Approved date	Work Start Date	Original Project Estimate/ Final Amount	Current status
AIP 3-24-0017-46	<u>Extend Runway 5/23</u>	09/24/19	6/1/2020	\$5,515,000	Closeout expected in early 2022
<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. • Final Acceptance was issued to the contractor on January 14, 2021 • 2,200 LF of fence complete in August from WWTP to MSP hangar, funded from this grant <p><u>Task Order 19 – Relocate Parallel Taxiway (Design)</u></p> <ul style="list-style-type: none"> • See AIP 3-24-0017-47 					
AIP 3-24-0017-47	<u>Relocate Parallel Taxiway A – Phase 1</u>	8/12/20	TBD	\$3,670,400	Construction
<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"> • Construction start date was June 7th, 2021; Contractor - C. William Hetzer, Inc. • Project completed and usable October 22, 2021 • Contractor has requested a 16 day time extension; Airport approved 10 day extension; FAA is reviewing <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 – construction expected summer 2022 • Two bids received; lowest bidder C. William Hetzer \$3,965,600.00 for Alternate 1 • FAA grant offer (100% FAA funded) for Alt 1, project total \$4,490,000, was approved September 3, 2021 					
AIP 3-24-017-049	<u>Relocate Parallel Taxiway A – Phase 2</u>	8/24/2021	Summer 2022	\$4,490,000	Pre-construction
<ul style="list-style-type: none"> • Grant and construction contract in place with C. William Hetzer 					
<ul style="list-style-type: none"> • 					

E. New Business

- Proposed FY23 Budget Review – vote
 - i. Tammy Harris inquired about whether tiedown price would increase, informed of no increase. Additional question concerning effective date for hangar price increase & how whether tenants are informed.
 - ii. Edward Gregory inquired about effective date for new rates, Richard Griffin informed July 1, 2022.
 - iii. E. Gregory, T. Harris commented in support of no tiedown increases for FY23.
 - iv. E. Gregory proposed for commission to endorse rate study.
 - v. T. Harris moved to accept, Dan Loftus seconded.
 - vi. Commission voted to endorse the airport rate study.
 - vii. Andrew Moore outlined FY23 expenses – conference budget added, final year for payment on land debt.
 - viii. John Harden inquired about what ATCT expenses are included in expense budget, Andrew Moore informed: facility & equipment maintenance.
 - ix. A. Moore outlined FY23 Revenue, Fee Schedule, Operations Budget – 3% lease increase McHenry Land Lease, Airways Inn Restaurant; 2% lease increase North T-Hangars, Mid-Field Hangars.
 - x. T. Harris inquired about current and future staffing plans. A. Moore advised of proposal for part time operations position & intent to fill Assistant Manager position.
 - xi. E. Gregory proposed for commission to accept FY23 operating budget.
 - xii. D. Loftus moved to accept, T. Harris seconded.
 - xiii. Commission voted to accept FY23 operating budget.
- Electric Aircraft and emerging technologies at FDK – Beta Technologies – introduction, no vote
 - i. No expense to airport, working on lease.
 - ii. E. Gregory voiced concern about failsafe lease terms, A. Moore informed lease could be placed with Signature.
 - iii. Jon Harden inquired about electricity costs for charging stations, A. Moore advised that leaseholder would be responsible.
 - iv. D. Loftus inquired about service’s current and future network.
- ACIP meeting with Kyle Washington (FAA), Ashish Solanki (MAA), Jerry Stover (MAA), Delta Consulting
 - i. FAA unsure of details on infrastructure bill, how it will be passed on to FDK.
 - ii. Phase 3 Taxiway – Summer 2024 completion. Likely no large projects for a year after completion.
 - iii. S. Corporate Apron project – ranks lower with FAA priorities, potential to not get funded if requested.
 - iv. Eventual Runway Rehab project, preference for it to be completed after S. Corporate Apron.
 - v. Part 163 Study with FAA – McHenry land plot sale, airport overlook area, commercial entrance for S. Commercial Apron, parking near AOPA NACC, electric charging stations, paved or turf taxiway to glider hangars, additional fuel farm capacity, etc.

- vi. E. Gregory inquired about taxiway to the glider hangars, A. Moore provided information about project feasibility, potential issues.
- vii. Jon Harden inquired about previous FAA requirement for glider hangars to be removed - A. Moore advised hangars are outside OFA, should allow for them to remain. Unsure of structural stability.
- viii. E. Gregory expressed concern about how glider hangar leases would be worded, need for group to agree to shared use of space.
- Discussion Topic: Strategic Planning
 - i. Purpose
 - 1. E. Gregory proposed SWOT analysis for airport. J. Harden expressed concern as the last SWOT analysis attempt was unsuccessful.
 - 2. T. Harris inquired about which airports would be considered for KFDK’s SWOT, A. Moore advised Manassas, Leesburg, Martin State, and York would be potential airport options.
 - ii. Small group volunteer
 - 1. J. Harden proposed getting airport commission members & tenants together to develop ideas for SWOT analysis.
 - 2. T. Harris agreed to assist A. Moore with organization.
 - iii. County involvement
 - 1. Michael Blue - KFDK is a large economic and social asset to Frederick County, plans to discuss further with County Exec. Gardner. County needs to do more.
 - 2. A. Moore proposed providing M. Blue with information about S. Corporate Apron and attempting to see if the county would assist with the project.

F. Commissioner Reports

G. Public Comment

H. Announcements

- Deneese Krumm – hearing impaired, multi-engine commercial pilot working at Signature FDK and pursuing Sport CFI.
- E. Gregory announced that this commission meeting would be his last one.
- Commission elections will be held during the next meeting.

I. Adjournment

2021 Airport Commission Regular Meeting Schedule*

<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>
<i>Jan 27th</i>	7PM	Virtual
<i>March 24th</i>	7 PM	Virtual
<i>May 26th</i>	7 PM	Virtual

**Subject to change*

Airport Commission Agenda

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.