



In reply, please refer to: 20829663

November 4, 2004

MEMORANDUM

TO: Files

FROM: Mike Waibel / Chuck Trice

REFERENCE: Airport Master Plan Update
Carroll County Regional Airport
Westminster, Maryland

The first Technical Advisory Committee (TAC) meeting for the referenced project was held on Wednesday, October 13, 2004 at 7:00 p.m. at the Carroll County government office building.

Highlights of the meeting follow:

1. Mr. Gary Horst introduced himself and stated that he would be the County's point of reference for this project. Mr. Horst noted that these meetings all will be open to the public and that public input was welcomed. Introductions of other attendees followed.
2. The Master Plan for the Carroll County Regional Airport (the Airport) was last completed in 1986. The airport development projects recommended in that plan have, for the most part, been completed. Therefore, the goal of this project is to provide an update to the Master Plan that recommends the phased development of the Airport over the next twenty-year period. Consideration during the development of the plan will be given to the changes and trends that have taken place in the aviation industry both at the national and at the local level since completion of the last plan and especially within the past few years. The project will be funded at a level of ninety-five percent by the Federal Aviation Administration through the Airport Improvement Program. The remaining five percent of the project costs will be evenly split between the Maryland Aviation Administration (MAA) and the County.
3. The County's Office of Performance Auditing and Special Projects is the local agency that provides oversight for the operation of the Airport. The TAC has been appointed to assist the County in making decisions during the master planning process and ultimately making a final recommendation to the County

MEMORANDUM

November 4, 2004

Page 2

Commissioners. The Federal Aviation Administration – Washington Airports District Office and the Maryland Aviation Administration will provide review of the project at key milestones as necessary.

4. The elements of the scope of work were briefly reviewed. Essentially, the final deliverable for the project will be an Airport Layout Plan set that depicts the development of the Airport over the next twenty years. A Capital Improvement Program that indicates the estimated costs of the proposed development on an annual basis will also be prepared.
5. It was emphasized that URS Corporation (URS) is in the early stages of the project, and that several alternatives for the future development of the Airport will be analyzed in detail. Two (2) of the potential alternatives were briefly discussed to give the TAC an idea of the types of issues that would be investigated as part of the study. Each included a new 6,500-foot long runway that will replace the existing 5,100-foot runway and thus enable the Airport to accommodate larger corporate aircraft and subsequent development. It was also stressed that the needs of the current general aviation users are considered a vital part of the future of the Airport and will be considered in detail during the planning process.
6. URS will continue compilation of data for presentation at the next meeting. It was noted after the conclusion of this meeting that the next will be held on December 8, 2004 at 7:00 p.m.

The floor was open to questions from all attendees throughout the meeting. The following is a synopsis of those questions and the answers that were provided.

7. ***What is the definition of “critical aircraft”?*** FAA classifies all aircraft in terms of approach speed and airplane design group. The approach speeds of aircraft are divided into categories with a letter designation of A through E; with A being the slowest approach speed category and E being the highest approach speed. The Airplane Design Group is based on aircraft wingspan and is numerically categorized I through VI. These two factors together comprise the Airport Reference Code (ARC). Presently, the Airport is an Approach Category C, Airplane Design Group II airport, or an ARC of C-II. The critical aircraft is that which meets ARC requirements, with additional considerations given for weight, is based at the airport, and has at least 500 annual operations at the airport.
8. ***Would a larger aircraft require a longer runway?*** Many of today’s newer-generation aircraft have higher performance characteristics than older aircraft

currently in use. However, it generally goes hand in hand that a larger aircraft in terms of weight and wingspan will require a longer runway.

9. ***Why was a proposed runway length of 6,500 feet considered?*** Factors associated with determining runway length include the critical aircraft, its payload and stage length, and air temperature. While the final recommendation of runway length will not be determined until later in the study, 6,500 feet is the runway length that would generally accommodate the larger corporate aircraft that are expected in the future.
10. ***While the existing Runway 16-34 is aligned in a generally north-south direction, the prevailing winds seem to indicate that a crosswind runway is required. Will there be any consideration given to a second runway?*** Consideration of a second runway will be undertaken as part of the demand/capacity analysis and determination of future facility requirements.
11. ***What type of instrumentation will be provided on a future runway?*** The intent is to provide a full Instrument Landing System (ILS) for Runway 34. It is unlikely that the FAA will provide a full ILS for each runway end.
12. ***Will the development of alternatives consider the overall picture of the airport, and will each alternative be looked at individually in terms of economics?*** Yes, each alternative will be analyzed from an economic standpoint, both on its own individual merits and as part of the overall economic picture of the airport.
13. ***Will there be an effort to integrate planning for the Airport with those of the City of Westminster and Carroll County, specifically related to future intermodal transportation needs?*** The recent planning studies undertaken by the City and the County considered local land use needs, while the master plan will look at the overall long-term future of the Airport. It is possible that the airport could be included in an expanded countywide transportation plan.
14. ***Will the potential of commuter air service be considered in the 20-year program?*** It is unlikely that commuter service will be a part of the future of the airport, especially given its proximity to BWI.
15. ***Will there be any changes to the airspace as a result of the planned development?*** Other than publication of a new instrument approach procedure for a future ILS approach, it is unlikely that the existing air traffic patterns currently in place around the airport will change as a result of the planned development.

- 16. *Will there be an improvement to the existing Fixed-Base Operator (FBO) facilities?*** An evaluation of the existing FBO operation will be included as part of the inventory of the existing airport facilities. Any recommendations for rehabilitation or for an entirely new facility will be identified as part of the demand/capacity analysis and determination of future facility requirements.
- 17. *What is URS' experience with these types of improvements at other similar airports and the economic generation resulting from them?*** The potential upgrade of an existing general aviation facility to accommodate the larger corporate aircraft has not been performed recently in the state. The economic engines that will be driven by any planned improvement will be discussed as part of the airport business plan.
- 18. *What is the time-line of the projects that will be included in the plan?*** The twenty-year program is divided into three sections: from 0-5 years, from 6-10 years, and from 10-20 years. Also, the Airport Layout Plan typically is updated via a pen-and-ink change each time a project shown on the plan has been completed.
- 19. *Is the FAA supportive of the potential improvements to the Carroll County Regional Airport?*** The scope of work for this project was reviewed and approved by the FAA's Washington Airports District Office. Secondly, the County prepared a grant application to the FAA for reimbursement of the majority of the costs for this project through the Airport Improvement Program. Had the FAA not been supportive of this airport and the project in general, the scope of work would never have been approved and the project never funded.
- 20. *Are the recommended/required improvements for a general aviation airport noted in any documents that could be made available to the members of the TAC?*** No. However, it can be said that the improvements to the Airport will not be subject to the requirements listed in Part 139 of the Federal Aviation Regulations, as this covers only those airports with scheduled air carrier service.

MJW:CHT:avs

Attachment