

Advisory Board Meeting Minutes

08.19.2026 Attendance

Name	Organization
Micah Risher	Airport Manager
Jeff Lankford	Airport Business Manager
Jane Warrington	Airport Office Manager
Jack Pettit	Airport Advisory Board - President
Rudy Strickland	Airport Advisory Board
Hugh Grunden	Airport Advisory Board
Pete Griffin	Airport Advisory Board
Jennifer Lutz	AECOM Airport Consultant
Derek Hollinger	AECOM Airport Consultant
Michelle Anstatt	Maryland Air
Tad Woodward	Trident Aviation
Mike Detmer	Congressman Andy Harris' Office
Faith Bradley	NexGen
Harry Sigley	

Advisory Board Meeting Agenda

1. Approval of Minutes
2. Airport Operations Update
3. Community Outreach
4. Business Development
5. Maintenance Department Updates
6. Air Traffic Operations
7. Airport Projects, Modernization Program, & Other Updates
8. Fuel Operations
9. Public Comments



Airport Modernization Program

Construction Package 2 – 2025

Reynolds Excavating

- Project is behind schedule; Original completion date was 9/30/25
- Anticipating completion in Fall 2026
- Funding is in place; FAA & MAA grants executed

Construction Package 3 - 2026

David A. Bramble, Inc.

- Project is substantially complete
- Funding is in place; FAA & MAA grants executed



Airport Modernization Program

Construction Package 3 Phase 2 - 2027

- David A. Bramble, Inc. Is the prime contractor
- Begins construction of 1900 ft of new Runway
- Planning for a \$7.5 million project
- Grants announced for the following amounts (8/13/26):
 - AIP 59:** Construct Runway 4/22 Safety Area \$3,459,881
 - AIP 60:** Extend Runway 4/22 \$2,247,294 – Companion Grant 65%
 - AIP 61 (AIG):** Extend Runway 4/22 \$1,212,586 – Companion Grant 35%
- MAA planning to contribute approximately \$167,924
- ESN Airport share is approximately \$181,021
- Funding included in the Airport's FY27 Budget

Airport Modernization Program

Construction Package 3 Phase 2 - 2027

- Presentation of upcoming construction by AECOM Project Manager Derek Hollinger



Bid# 26-06 RFQ Aviation Consulting Services

- Announced April 10, 2026, Easton Airport is soliciting Requests For Qualifications to provide Aviation Consulting Services for a 5-year period (June 2026 – June 2031)
- Received Statements of Qualifications from AECOM and Delta Airport Consultants on May 15, 2026
- Submissions reviewed by Airport Manager and Airport Advisory Board made the recommendation to continue the AECOM.
- Talbot County Council approved the contract on May 28, 2026
- New Contract was executed in June 2026.

Bid# 26-13 RFP to Lease Aircraft Hangar

- Approximately 36,960 sq. ft. Hangar located at 9465 Jet Lane
- RFP period closes at 10:00 am on September 30
- Airport Management & Advisory Board will review
- Airport and selected operator will negotiate lease agreement
- Forwarded to County Council for consideration/approval

RFP NO.: 26-13

REQUEST FOR PROPOSALS
EASTON AIRPORT
LEASE AN AIRCRAFT HANGAR

PAGE 1



BID NO. 26-13
REQUEST FOR PROPOSALS (RFP):
TO LEASE AN AIRCRAFT HANGAR
LOCATED AT 9465 JET LANE AT
EASTON AIRPORT

*Easton Airport Admin Office
29051 Corkran Road
Easton, MD 21601*

Contact Info
Micah Risher - mrisher@talbgov.org
Jeff Lankford - jlankford@talbgov.org
ESN Office Phone - 410-770-8055



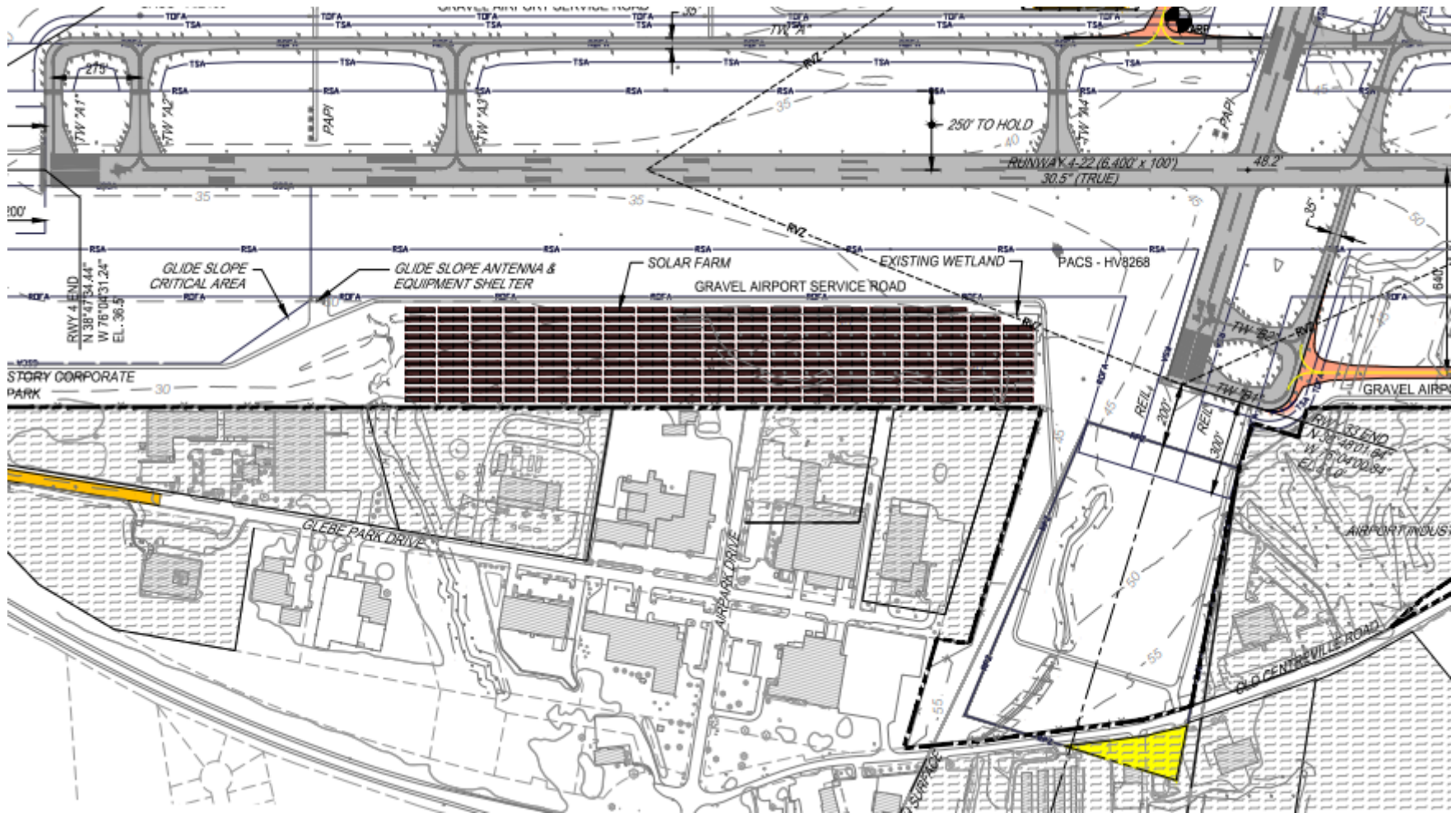
Airport Operations Area (AOA) Security

- Every tenant plays a role in AOA Security
- Please ensure the gate closes completely before driving away
- Whoever opens the gate is responsible for vehicles that enter
- When allowing non-aviation vendors through the gate, you must assume they have NO aviation knowledge
- Business-related vehicles must be escorted at all times
- Notify Airport Management or Control Tower of any gate issues
- AOA access is a privilege that can be revoked at any time

Gate Card Renewal & Training

All tenants and businesses will be required to complete online training and card renewals by Spring 2027

Easton Airport – Easton Utilities Solar Project



Community Outreach & Business Updates



Outreach

- **Summer Events**
 - Outdoor Movie Night
 - Field Trips & Tours
 - FAA Seminar in the terminal
- **Food on the Fly**
 - First date well received
 - Cancelled due to low vendor participation

2025-2026 Goal Summary & Recap

Customer Relations

- **Online Self-Service Tools:** Successfully migrated T-Hangar waiting list and Key Card requests online with updated SOPs.
- **Reporting Hotline:** Launched a dedicated issue-reporting hotline portal accompanied by updated airport signage.
- **Refreshment Lounge:** Renovation completed, coffee bar, and vending setup.

Airport General

- **Fuel Meter Online Hub:** Online hub setup and reporting implementation.
- **Derelict Aircraft and Lot Marketing:** Cleared derelict aircraft, zero T-Hangar turnover since April, and maintaining ongoing lot development marketing.
- **Facility & Fuel SOP Operations:** Completed Fuel Spill SOP updates and launched terminal amenities/F&B resources at EastonAirport.com/Food.

Notes

- *Food vendor participation low, impacting efforts to expand F&B offerings at ESN.*
- *Online payment tools pending, Talbot County Finance direction required.*
- *Fuel Farm SOP update and Key Card renewals moved to 2027 as other tasks moved to priority status in 2026.*

2026-2027 Goals

Customer Relations

- **Invoicing & Payment Modernization**
 - Implement updated fuel billing workflow.
 - Internally, transition to QuickBooks Online (QBO).
 - Roll out online tenant payment tools upon County Finance policy approval.
- **Food & Beverage (F&B) Resources**
 - Explore expanded local vendor partnerships and pop-up options.
 - Additional seating in the lounge and patio at the terminal.
 - Develop resource and guides for local food delivery and nearby dining.
- **Gate Card Renewal & Training**
 - Require all tenants and businesses to complete training and card renewals by **Spring 2027**.

2026-2027 Goals

Airport General

- **Hangar Development & Leasing**
 - Support Bid# 26-13 RFP to Lease Aircraft Hangar process.
 - Market lot development opportunities.
- **Safety & Training**
 - Schedule joint airfield safety and emergency response training with local agencies.
- **Standard Operating Procedures (SOPs)**
 - Finalize deferred Fuel Farm SOP documentation and staff safety updates.
 - Audit and update remaining operational SOPs across airport facilities.

Maintenance Department Update



Chip Kennedy, Maintenance Director

Air Traffic Control Tower Update



Scott Stiefel, Air Traffic Manager

Fuel Operations

Comparison of Jet-A as of June 2026 (2026 Budget)				
Company	June Last Budget	Total 2026	Difference	% of Change
Easton Jet	158911	194372	35461	22.3%
Flight Support Services	297776	305817	8041	2.7%
Trident	120405	105952	-14453	-12.0%
NexGen	167217	241910	74693	44.7%
Airport Jet Total	744309	848051	103742	13.9%
Comparison of Avgas as of June 2026 (2026 Budget)				
Company	June Last budget	Total 2026	Difference	% of Change
Easton Jet Service	25269	18042	-7227	-28.6%
Flight Support Services	17986	10608	-7378	-41.0%
Trident	44603	27671	-16932	-38.0%
NexGen	15478	24834	9356	60.4%
Airport Avgas Total	103336	81155	-22181	-21.5%
Combined Fuel Totals	847645	929206	81561	9.6%
10 Year Average	806,130	929206	123,076	15.3%
The 10 Year Average included total annual gallons from 2015 through 2025. The average was 806,130 annually.				

Fuel Operations

YEAR	Jet A	AVGAS	TOTAL
2010	565055	72802	637857
2011	569117	73051	642168
2012	558085	75450	633535
2013	513287	67080	580367
2014	557056	82870	639926
2015	556605	87376	643981
2016	560796	99566	660362
2017	552613	82682	635295
2018	646199	98867	745066
2019	607599	101683	709282
2020	505354	86609	591963
2021	718547	101972	820519
2022	969464	98134	1067598
2023	964430	102634	1067064
2024	841731	98081	939812
2025	744309	80034	824343
2026	848051	81155	929206

Fuel Operations

Easton Airport has made significant upgrades to its fuel farm by installing new Total Control Systems (TCS) Electronic Registers. These modern digital meters enhance accuracy and reliability while providing more precise data collection for inventory control, pricing, and billing.

- Beginning **August 25, 2026**, Easton Airport will transition to an **Average Cost Fuel Pricing System**
- Fuel prices for Jet Fuel and AVGAS will be established every Tuesday
- A single weekly consolidated fuel invoice for each FBO will be issued every Wednesday
- Easton Airport will also move to Net 30 payment terms for fuel invoices.

Our goal is to establish a consistent, transparent, and financially responsible fuel pricing and billing system that benefits the Airport, our FBOs, and the aviation community we serve.

Public Comment

No Comments Received



EASTON AIRPORT

AVIATION GATEWAY TO THE EASTERN SHORE

Thank You!

Our Next Meeting is Wednesday, September 16, at 9 a.m.