

**MARYLAND AVIATION COMMISSION  
WEDNESDAY, JULY 15, 2020**

**CONFERENCE CALL  
CALL-IN NUMBER: 410-844-4124 | ACCESS CODE: 859-7023**

**OPEN SESSION**

**MARYLAND AVIATION COMMISSION MEMBERS**

Gregory Slater, Chairman\*  
Vishal Amin  
T. Chineta K. Davis  
William Drew Hawkins  
Raymond C. Nichols  
Philip A. Parenti  
Calvin D. Peacock  
Ivory E. Tucker  
David L. Winstead

\* MDOT Deputy Secretary Sean Powell, as designee for  
Chairman Slater

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION**

Ricky D. Smith, Sr.  
Edward Carey  
Jonathan Dean  
Annette Fisher  
Staci Gorden  
Dale Hilliard  
Jordan Kayloe  
William Lindsey  
Shanae Murray  
Wayne Pennell  
Al Pollard  
Hazel Robinson  
Robert Sager  
Paul Shank  
Ashish Solanki  
James Walsh

**OTHER EMPLOYEES OF THE STATE OF MARYLAND**

Courtney Highsmith, Maryland Department of Transportation  
Signe Pringle, Maryland Department of Commerce

**MEMBERS OF THE PUBLIC**

Jane Toskes, AmAv Inc.

Deputy Secretary Sean Powell called the meeting to order at 1:02 p.m.

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**APPROVAL OF MINUTES – Sean Powell**

Upon request for a motion to approve the minutes of the May 13 Commission meeting, it was so moved by Commissioner Hawkins, seconded by Commissioner Nichols and Commissioner Tucker, and approved unanimously.

**EXECUTIVE DIRECTOR’S REPORT – Ricky Smith**

Ricky Smith introduced Staci Gorden as his new Special Assistant.

The presentations during today’s Commission meeting will focus on the impact of COVID-19 on Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall) and Martin State Airports (MTN).

Overview of COVID-19 Impact on BWI Marshall:

- Air traffic is currently down approximately 68% and parking is down 70% at BWI Marshall.
- After service and market suspensions by many airlines across the board, airline traffic is slowly returning.
- Some airlines have hinted at massive layoffs, while other airlines have officially announced them.
- This month, 40-42 states are experiencing some level of surge in COVID-19 cases.
- A number of restrictions continue at BWI Marshall and Martin State Airports in regard to operations and with the workforce. Many employees are still working from home. The focus is on ensuring the public and staff are safe.
- There is a commitment to keeping employees up to date through written communication and weekly video conferences.
- BWI Marshall is moving forward with some Capital projects and also taking prudent action in regard to pausing others.

**BWI OPERATIONS & MAINTENANCE – Wayne Pennell**

Since the COVID-19 pandemic began, total operations dropped by as much as 95%. However, the airport has remained open and has been critical to transporting supplies, including personal protective equipment. From an operational standpoint, the Division continues to coordinate with the Transportation Security Administration and private security companies to consolidate checkpoints, exit lanes and baggage screening areas. The Division has implemented strategies laid out in the “Road to Recovery Plan”, which aims to prevent the spread and promote healthy travel. Tactics include: (1) educating and communicating with passengers and employees, (2) require appropriate face coverings, (3) promote social distancing to the extent possible, (4) enhance cleaning and disinfectant procedures, (5) conduct health assessments for passengers, (6) collect passenger contact information for public health response purposes, (7) protect employees and separate passengers and crew, (8) minimize in-person interaction touchpoints, (9) report daily status of public health risk mitigation, and (10) enhance airport security checkpoint operations.

**MTN OPERATIONS & MAINTENANCE – Al Pollard**

Year-to-date activity at Martin State Airport, through June, is 77% less than last year, reaching a low of 27% in April but rebounding to 95% in June. The Airport continues to be deep cleaned

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monthly. Touchpoints including restrooms, counter tops, door handles, hand rails, tables and desks are being cleaned several times a day. Every person coming through the front gate is screened by a security member by asking the 2 critical questions. Additional, plexiglass has been installed between customers desk and employees. Masks, gloves, hand sanitizer, Lysol, and other supplies have been distributed to employees.

**BUSINESS DEVELOPMENT & MANAGEMENT – James Walsh**

Enplanement –In April and May, enplaned passengers declined by 13.2% and 20.6% respectively. During the same time period, landed weight declined by 4.8% and 9.7% respectively. The Transportation Trust Fund (TTF) operating revenue continued to decline in March, April and May.

Financial Relief and Reconciliation –Airlines were offered rent deferral (not abatement) from April through June, with payback in FY 2021. Landing and aircraft parking fees were frozen until January 1. Terminal concessions were allowed temporary closures and reduced operating hours for concessionaires. Percentage of rent only collected from open locations.

MAA has waived minimum annual guarantee for Fraport through December 31, 2020. Concessionaires will receive temporary waiver of certain in pass through fees (i.e., Common Area Maintenance and Distribution). Rental car companies were charged a percentage of rent only. Minimum Monthly Guarantees were waived through December 31, 2020. The companies have been allowed to consolidate brands to single counters and accommodate excess vehicles by leasing vacant employee lots.

Minimum Monthly Guarantee were waived for parking lot concessions through July 2020. The Division negotiated a 1 year extension of parking concessions as an expense contract. A new operator to be selected prior to end of FY 2021. All surface lots were closed (i.e., Express, Long Term A and B) and all parking operations moved to Hourly and Daily Garages. Surface lots may not re-open until Spring 2021.

CARES Act Funding – CARES Act Funding has been received. BWI Marshall received \$87 million. Martin State received \$154,000. It is for reimbursement of expenses incurred since January 20 this year “for any airport lawful purpose.” For FY2020, MAA will contribute a total of \$95.8 million to the TTF, most of it coming from the CARES Act funding.

**ADMINISTRATION & PERFORMANCE MANAGEMENT – Shanae Murray**

COVID Response – The division is implementing a multi-pronged approach which includes measures to: a) protect the workforce through the use of screening protocols and distribution of personal protective equipment (PPE) and b) support the workforce through communication, virtual learning, and tools for work/life integration.

Screening protocols have been revised to include temperature checks and health questionnaires for employees at 24/7 facilities and health questionnaires exclusively for employees at non-24/7 facilities. PPE distributed thus far includes: gloves, hand sanitizer, wipes, sanitizing spray. Plans are underway for the distribution of a safety toolkit with PPE and supplies to be distributed to

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employees. A major component of the communication includes educating staff on how to reduce the risk, spread and exposure to COVID-19 (i.e., social distancing, hand washing, wearing face coverings, etc.).

Telework, Compressed Work Schedules, and Flexible Work – Many staff are continuing to utilize these work arrangements. Laptops were distributed to employees by the Airport Technology Division. There has been increased productivity.

Recovery & Reopening – The Division is currently planning protocols for reopening. Social distancing will be adhered to. Work spaces will be sanitized and employees will not gather in large groups for meetings or events.

**AIRPORT TECHNOLOGY** – Ned Carey

Since March 13, the Division of Airport Technology has issued 285 laptops to employees and set up 253 VPN accounts. The Help Desk is staffed (remotely) weekdays from 0800 to 1630. After hours, employees can leave a message for the on-call technician.

Recovery and re-opening strategies that the Division of Airport Technology is currently working to implement are: a) the CrowdVision Social Distancing Solution to maintain appropriate levels of social distancing and b) the thermo control stations to check passenger temperatures, (c) customer service robots to provide COVID-19 information to passengers, and (d) the TeamUp Scheduling Solution for the Airport Badging Office.

**MARKETING & AIR SERVICE DEVELOPMENT** – Annette Fisher and Jordan Kayloe

Marketing Update – Recovery and re-opening strategies that the Division is currently working to implement are: a) the Safe to Fly campaign to bolster confidence in air travel and inspire passengers to fly again, (b) the Safety Awareness Campaign to remind the airport community of the importance of wearing PPE and practicing social distancing to stop the spread of COVID-19, (c) terminal communications to include public messaging, a virtual information desk and use of robots to assist customers, and (d) the installation of floor markings and signage to promote social distancing.

Air Service – In February, BWI Marshall boasted of 16 airlines with 340 daily departures to 93 destinations throughout 2020. After a record-setting year, passenger traffic fell steeply in March with the onset of the COVID-19 pandemic. In April passenger numbers were down 96%, with May rebounding slightly down 88%. International traffic fell to nearly zero in late March. The remaining international flights come from military charter flights. In April and May, international traffic was down 96%. However, cargo service continues to grow strongly. Increased service from Amazon has driven significant growth in air cargo. Capacity projections for the months ahead show that capacity will be down 31% in July, 26% in August, and 2% in September.

In March, airlines suspended many routes and in July nearly half have restarted. This month, BWI Marshall will see 12 airlines with 248 daily departures to 74 destinations. And in the third quarter, Southwest Airlines will offer two-thirds of seat capacity. Sun Country Airlines launched its scheduled service in June.

**PLANNING & ENGINEERING** – Paul Shank

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Key Projects Update – Taxilane rehabilitation work at the Midfield Cargo Complex is now complete. The project included rehabilitation of midfield cargo taxilane pavement and construction of a new connector taxiway to the Runway-10 end in support of the Midfield Cargo area expansion. Phase 2 of Concourse A Improvements (Five gate extension) is underway. The project includes: five new gates for B737-800 aircraft, new restrooms, loading bridges, concessions, electrical, mechanical, and storage. Phase 1A of Taxiway T Reconstruction is underway.

**COMMENTS FROM A MEMBER OF THE PUBLIC**

Jane Toskes, a representative for AmAv, Inc. and a tenant at MTN, requested to speak on the agenda item MTN Operations and Maintenance. Her remarks focused on the impact of a recent storm that caused severe damage at Martin State Airport. The storm damaged the roof on hangar #2 as well as several offices and shop space in hangars #1 & #2. The upper and lower levels experienced water damage from the rain and the broken fire sprinkler heads. The extensive water damage has rendered the space unusable and they will have to be demolished. Ms. Toskes says she has had communication with staff at MAA to help address the negative impact to AmAv. She described the communication with MAA staff in recent days – in which space was offered in another area of the airport to store belongings until the offices can be reconstructed – as helpful to her. MAA is looking for vacant office space in other areas of the airport that can be made available to all of the impacted tenants. Ms. Toskes also expressed a desire for rent relief.

There being no further business, a motion to adjourn was made by Commissioner Hawkins, seconded by Commissioner Parenti, and approved unanimously. The meeting adjourned at 2:44 p.m.