

**MARYLAND AVIATION COMMISSION  
WEDNESDAY, MAY 12, 2021**

**Virtual Meeting via Microsoft Teams  
OR  
Call in: (443) 409-5228 | Conference ID: 856 797 970#**

**OPEN SESSION**

**MARYLAND AVIATION COMMISSION MEMBERS**

Gregory Slater, Chairman\*  
Vishal Amin  
T. Chineta K. Davis  
William Drew Hawkins  
José Morales  
Raymond C. Nichols  
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 (MDOT MAA)**

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

**OTHER EMPLOYEES OF THE STATE OF MARYLAND**

Signe Pringle, Maryland Department of Commerce

**MEMBERS OF THE PUBLIC**

Jane Toskes, AmAv Inc.  
Colter Menke, Maryland Department of Commerce  
Boyd McKinsey  
Kirk Lovell  
Bill Alcorn

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Deputy Secretary Sean Powell called the meeting to order at 1:00 p.m.

**WELCOME AND APPROVAL OF MINUTES** – Deputy Secretary Sean Powell  
Deputy Secretary Powell welcomed commissioners to the meeting.

Upon request for a motion to approve the minutes of the March 17 Commission meeting, it was so moved by Commissioner Hawkins, seconded by Commissioner Winstead, and approved unanimously.

**EXECUTIVE DIRECTOR’S REPORT and FUEL SHORTAGE BRIEFING** – Ricky Smith and Wayne Pennell

**Fuel Shortage Briefing:**

MAA has been working with Colonial Pipeline during the recent pipeline shut down and has received several batches of fuel. Jet fuel inventory is on hand at both BWI and Martin State, and there is no interruption in air service. MAA is in communication with its fuel provider daily, and they have begun communications with the State of Maryland’s fuel provider as well.

Ricky commended Wayne Pennell and his team for their collaboration with a cohort of stakeholders during this challenging period.

**Legislative Update:**

MAA has received the following Federal assistance during the pandemic:

CARES Act – provided \$87.6 million for BWI and \$157,000 for MTN in FY 2020.  
CRRSA Act– provides \$21.3 million for BWI and \$91,162 for MTN in FY 2021.  
ARP Act– awaiting further guidance from the FAA before funding is allocated.

An update was provided on state bills impacting MAA:

**HB 1012**

-Labor and Employment - Reinstatement of Employment - Employees at Baltimore/Washington International  
-Thurgood Marshall Airport (BWI "Thurgood Marshall Workers" Right to Reinstatement Act)  
-The bill was moved unfavorable in Committee and did not pass.

**HB 1304 / SB 705**

-State Airports - Commercial Activity - Rental Vehicles and Peer-to-Peer Car Sharing  
-SB 705 passed out of the Senate but was tabled in the House Economic Matters Committee and did not pass. Will probably be reintroduced in the 2022 Session.

**SB 772**

-Small Business COVID–19 Relief Act of 2021  
-The bill was not provided a vote in Committee and did not pass.

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HB 304 & SB 88

- State and Local Government - Participation in Federal Immigration Enforcement
- The bills did not pass.

HB 685 & SB 107

- Secure Maryland Wage Act
- SB 107 passed both chambers with amendments.

**Strategic Plan Update:**

The Strategic Plan is the roadmap for MAA. It will lead the organization through the next four years and beyond. In embarking on the Strategic Plan Update (FY 2021-2024), we have reset expectations and refined strategies and objectives. Thus, the title of the publication is “Re-Imagined Opportunity.”

Some of the major changes since the first strategic plan (Strategic Plan FY 2017-2020):

- The first strategic plan was foundation setting. This strategic plan update builds on that foundation to position MAA to build upon the successes achieved in the first plan.
- MAA’s vision, mission, mean, values, and strategic plan goals remains the same. The objectives and strategic initiatives have been updated to reflect the work that is pertinent over the four years of this strategic plan to achieve the vision, mission, mean, values, and goals.
- As a result of the pandemic, MAA developed a Pandemic Recovery Plan that was incorporated into this strategic plan update, identifying three pandemic recovery related objectives, as well as a number of strategic initiatives and performance measures.

Now that the plan has launched, the next step is to assign initiatives to Division Chiefs. Then, Chiefs will assign parts of initiatives to Deputy Chiefs and Directors. Various components of the initiatives will cascade down throughout the organization. In addition to achieving organizational goals, employees will work towards achieving individual goals through the creation of individual work plans.

**BUSINESS DEVELOPMENT & MANAGEMENT – James Walsh**

An overview of MAA’s pandemic recovery federal relief sources and uses was provided:

- CARES Act – provided \$87.6 million for BWI and \$157,000 for MTN in FY 2020.
- CRRSA Act– provides \$21.3 million for BWI and \$91,162 for MTN in FY 2021.
- ARP Act– provides \$84.1 million (estimate). MAA is awaiting further guidance from the FAA before funding is allocated.

For CARES funding, the allocation of funds is as follows:

\$60.8 million – operating expenses  
\$12.6 million – capital project expenses  
\$13.3 million – debt service

For CRRSA funding, the allocation of funds is as follows:

\$20.0 million – PFC Debt / MDOT Loan repayment

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\$2.8 million – directed to the Transportation Trust Fund as revenue  
\$1.3 million – reimburse MAA for COVID-related expenses

For ARP funding, the request for allocation of funds is as follows:  
\$80 million – PFC Debt / MDOT loan repayment  
\$11.4 million – directed to the Transportation Trust Fund as revenue  
\$4.1 million – reimburse MAA for COVID-related expenses

The allocation of ARP funding is pending FAA approval.

ARP funding enables MAA to leverage new passenger facility charge (PFC) debt. MAA would begin consultations with FAA and airlines on PFC Application 14. PFC14 eligible projects include:

- Delta and Spirit Relocations
- New Bag Claim Devices
- MDTA Police Relocation
- BWI Marshall Security Fence
- Replacement Radios
- Replacement of aged snow removal equipment
- FIS Restart
- Pavement Replacement

Benefits to MAA’s Federal Funding Approach:

- Early MAA payback to MDOT for Terminal E Extension
- No impact on airline revenues or rates & charges
- Improves PFC debt service coverage significantly
- Positive signal to Rating Agencies as we issue new debt
- Enables leveraging of new PFC-backed debt issuance in CY 2022

**PLANNING & ENGINEERING – Paul Shank**

Highlights of recent achievements:

- BWI Environmental Assessment (Finding of No Significant Impact)
- Concourse A - Five Gate Extension
- BWI & MTN Airport Noise Zone Updates
- A/B Connector & BHS
- C/D Connector Planning
- Airline Maintenance Facility & Taxiway F

Key Projects Update

Phase 1A of Taxiway T reconstruction is underway. The project includes: new asphalt pavement and new concrete behind gates B2, B4, A1-A5, A7 & A9. Work also includes removal and installation of airfield lighting.

Upcoming projects:

**Airline Maintenance Facility and Taxiway F (Phase 1/ Segment 1) – Anticipated Schedule is three years.**

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Work includes: site development for airline maintenance facility; utilities will be brought into the site for connection to the facility; construction of perimeter roads will be realigned to allow for both landside and airside access to the facility and connectivity to the existing perimeter road near Taxiway 'W'. In addition, a portion of Taxiway 'F' will be relocated.

**BWI Terminal Restroom Enhancement Program.**

Work includes the renovation of six sets of restrooms; two sets each in Concourses B, C, and D. Proposals were received January 14, 2021. The final stage of procurement is in process.

**Airfield Lighting Vault Relocation – Anticipated Schedule is three years.**

Work includes building a new replacement ALV with dedicated rooms for each R/W system with fire separation for improved reliability and redundancy.

**Remote Transmitter / Receiver (RTR) Relocation**

Work includes supporting the relocation of the RTR (RR) installation by providing site infrastructure to allow FAA installation of the tower.

**Terminal A/B Connector and Baggage Handling System - Anticipated Schedule is 2021-2025.**

Work includes two-level expansion to Terminal A/B, new expanded baggage handling system, extensive sitework to include underground utility relocations and concrete apron reconstruction.

Division of Planning & Engineering – Awards

**Maryland Quality Initiative 2021 Award Winners**

Project of the Year

Concourse A Improvements, Phase II

Modal Award – Over \$5M

Concourse A Improvements, Phase II

Modal Award – Under \$5M

Mathison Way Pavement Rehab.

International Partnering Institute

2021 Partnered Project of the Year

Midfield Taxilane Rehabilitation

**MTN OPERATIONS & MAINTENANCE – Al Pollard**

In March 2020, at the start of the pandemic began, aircraft operations at Martin State Airport declined but began rebounding last summer. Since that time, operations have remained steady. Corporate travel via charter flights to and from Martin State airport account for most of the activity. In 2020, July, August and September were strong. The winter months are usually a slow time with fewer overall flights. Aircraft operations have now picked back up in March and April 2021.

Fuel sales are up compared to last year in March and April 2020.

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**MARKETING & AIR SERVICE DEVELOPMENT** – Annette Fisher and Jordan Kayloe  
Communications and Marketing Update – The Safe to Fly Campaign is an integrated campaign designed to instill faith in our customers and illustrate how BWI Marshall is working to keep them safe. The campaign includes a variety of media assets, including 15 second, 30 second, 45 second videos. The campaign will have a presence on social media, websites and other digital platforms. It will launch soon.

BWI Marshall's Customer Service robots have launched as a pilot program, now led by the Office of Customer Experience. The robots provide information on ground transportation and parking options. They also provide general wayfinding for restrooms and concessions and answer passengers' frequently asked questions.

BWI Marshall received a variety of press coverage recently. News stories were about:

- Governor Hogan Announces Lifting of Capacity Limits, Masking and Distancing Protocols Maintained
- Quarantine Requirements Lifted on Out-Of-State Travel
- With More Americans Getting Vaccines, Confidence in Air Travel is Reaching New Highs
- BWI Marshall Airport has recently seen a steady rise of travelers, and expects more in the coming months.
- BWI Thurgood Marshall Airport to Reopen Long Term A Parking Lot on April 1

MAA's websites were recently redesigned. The websites continue to provide a wealth information, but now feature a more modern look and beautiful airport photographs.

Air Service and Traffic Statistics

Total passenger declines are recovering gradually.

After setting a 12-month passenger record of 27.2 million for the year-ended Feb 2020, April traffic declined 96%. By month in 2021--January fell 59%; February fell 58%; March preliminary numbers fell 43% from Mar 2019.

Cargo movement experienced strong growth in 2020. Increased Amazon service brought gains in 2020, but schedules stabilized by October; December 2020 saw record tonnage. By month in 2021--January grew 9%; February grew 3%; March preliminary numbers grew 1%.

TSA statistics show recovery at BWI Marshall leads the region. Since May 2020, the airport has recovered more quickly than DCA and IAD.

Total operations have fallen much less than passenger numbers. Cancellations were common early in the pandemic. By month in 2021--January fell 34%; February fell 41%; March preliminary numbers fell 26% from March 2019.

Looking ahead at future capacity, Q2 is down 29% from Q2 2019.

New route announcements continue sparingly during the Pandemic.

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Southwest Airlines has announced new routes from BWI to:

- Chicago, IL
- Jackson, MS
- Destin, FL
- Sarasota, FL
- Miami, FL
- Savannah, GA
- Myrtle Beach, SC

Allegiant Air has announced a new route from BWI to Punta Gorda. Boutique Airlines has announced a new route from BWI to Massena, NY. Spirit has announced San Salvador, but the launch date continues to slip as the pandemic persists.

There being no further business, a motion to adjourn was made by Commissioner Nichols, seconded by Commissioner Hawkins, and approved unanimously. The meeting adjourned at 2:33 p.m.