

**MARYLAND AVIATION COMMISSION  
WEDNESDAY, JANUARY 13, 2021**

**Virtual Meeting via Microsoft Teams  
OR  
Call In: (443) 409-5228 | Conference ID: 282 639 247 #**

**OPEN SESSION**

**MARYLAND AVIATION COMMISSION MEMBERS**

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

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION (MDOT MAA)**

Ricky D. Smith, Sr.  
Jonathan Dean  
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**

None

Secretary Slater called the meeting to order at 1:12 p.m. The start of the meeting was delayed because Secretary Slater had an MDOT business matter to attend to.

**WELCOME AND APPROVAL OF MINUTES – Secretary Slater**

Secretary Slater welcomed commissioners to the first meeting of 2021. He summarized the challenges caused by the COVID-19 pandemic over the last year, and expressed gratitude to MDOT MAA employees who acted quickly to respond to the COVID-19 crisis and the impacts on the business environment. He also thanked commissioners for their service.

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Upon request for a motion to approve the minutes of the November 18 Commission meeting, it was so moved by Commissioner Hawkins, seconded by Commissioner Winstead, and approved unanimously.

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

Overview of COVID-19 Impact on BWI Marshall:

- There was an uptick in air travel around the Thanksgiving and Christmas holidays, but overall air traffic remains down approximately 60%.
- Air traffic is not expected to return to normal levels until 2023.
- A number of restrictions continue at BWI Marshall and Martin State Airports in regard to operations and with the workforce (i.e. requiring face coverings, social distancing, teleworking when possible).
- The focus is on MDOT MAA's Recovery Plan, which includes strategies to protect employees, passengers and customers. Efforts are underway to distribute COVID-19 vaccines to BWI Fire and Rescue and other frontline workers.

Legislative Update:

- CARES Act 2 funding is expected to provide billions of dollars in aid to the airline industry, including concessionaires, air service development, regional airports, etc.
- The new Biden/Harris Administration has communicated plans for additional stimulus funding.
- New members of Congress were sworn in earlier this month, bringing in an influx of new lawmakers to Capitol Hill.
- A new legislative session also began this month for the Maryland State legislature.

**BUSINESS DEVELOPMENT & MANAGEMENT – James Walsh**

Fiscal Year Results - Since March 2020, revenue from enplaned passengers has declined drastically due to the COVID-19 pandemic and travel cancellations. Revenue from landed weight has held steady, with Prime Air continuing its robust air cargo service.

In the first quarter of FY 2021, operating revenues at BWI airport totaled \$32,717 and non-operating revenues totaled \$5,790. Appropriation expenditures at BWI totaled \$217,623 and operating expenditures totaled \$31,210. BWI airport sustained \$24 million in losses between March – June 2020. In the first quarter of FY 2021, operating revenues at Martin State airport totaled \$2,348. Appropriation expenditures at Martin State totaled \$7,369 and operating expenditures totaled \$1,812.

Fraport and sub-tenants have received rent relief that will be extended through the current year.

Two new revenue bond issuances have been created:

- \$250 million in refinancing
- \$500 million in new funding for the A/B baggage handling project

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**PLANNING & ENGINEERING – Paul Shank**

Key Projects Update – Phase 2 of Concourse A Improvements (Five gate extension) are now complete. 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. 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.

Projects scheduled to begin in 2021:

- Terminal A/B Connector Baggage Handling System - Anticipated Schedule is 2021-2024. Work includes: three-level expansion to Terminal A/B, underground utility relocations and concrete apron reconstruction.
- Airfield Lighting Vault Relocation – Anticipated Schedule is 2021- 2023.
- Air Maintenance Facility and Taxiway F (Phase 1) – Anticipated Schedule is 2021-2024.

**BWI OPERATIONS & MAINTENANCE – Wayne Pennell**

Security Briefing –Two major security incidents occurred during the past week. One involved a suspected bomb threat on an airplane arriving at BWI and another involved a suspicious package at BWI. After a thorough investigation, both incidents were determined to be false alarms.

Snow Preparedness Briefing – BWI’s snow removal team is made up of five distinct operations:

- Landside Snow Removal
- Ramp Snow Removal
- Airside Snow Removal
- Snow Melting Operation
- Administrative Oversight

Winter snow preparation activities include:

- Preparing budgets
- Contract Support
- Revising snow and ice plans
- Training
- Inspecting snow equipment
- Chemical / Sand inventory

Winter storm preparations require decision-making in the following areas:

- Forecasting
- Notifications/ Warnings
- Weather Emergency
- Contractor Recall
- Tenant Meetings
- Event Declaration
- Meetings w/ Stakeholders

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- Airline personnel to ACTC
- Snow Desk Activation
- Verifying Staffing Levels

Locations within the airport campus are prioritized for snow removal.

There are procedures in place for assisting stranded passengers on an aircraft. When passengers are stranded on an aircraft, airlines must notify Airport Operations for gate assistance, if needed, to offload passengers. MDOT MAA does not support airlines holding passengers onboard remotely more than 2 hours (Passenger Bill of Rights).

**MTN OPERATIONS & MAINTENANCE – Al Pollard**

Aircraft operations at Martin State Airport began rebounding over the summer and have remained steady. Business travel via charter flights to and from Martin State airport account for most of the activity. The winter months are usually a slow time with fewer overall flights. Fuel sales have also remained steady.

**MARKETING & AIR SERVICE DEVELOPMENT – Jonathan Dean and Jordan Kayloe**

Communications and Marketing Update – BWI Marshall received a variety of press coverage recently. News stories were about:

- the opening of Minutes Suites at BWI Airport
- passenger travel numbers increasing over the holidays
- Southwest Airlines adding routes amid the COVID-19 pandemic
- airport officials advising the public to limit travel to essential trips

Executive Director Ricky Smith was recently interviewed by several media outlets and industry organizations, including:

- Maryland Public Television
- The BWI Business Partnership

Air Service and Traffic Statistics –Total passenger numbers are recovering slowly from the April low. Year-over-year gains from December 2019 to February 2020 led to a 12-month passenger record of 27.234M for the year ending Feb 2020. Declines began in March 2020 with the onset of the COVID-19 pandemic. April was down 96%; May 88%; June 70%; July 64%; August 65%; September 60%; October 60%; November preliminary 62%. International passengers fell to zero in late March. Travel restrictions halted international commercial flying between 22 March and 30 June; Q2 saw only military charters. April and May were down 96%; June 93%; July 85%; August 77%; September 68%; Oct 61%; November preliminary 63%.

Cargo Service continues to grow strongly. Increased service from Amazon has driven the significant growth in air cargo. April was up 10%, May 21%; June 36%; July 29%; August 13%; September 27%; October 36%; November preliminary 4%.

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TSA numbers show recovery at BWI Marshall leads the region compared to DCA and IAD as well as other large airports in the northeast (PHL, EWR, LGA, BOS, JFK). Because a majority of BWI Marshall customers are leisure travelers, BWI Marshall has recovered more quickly.

Total operations have fallen much less than passenger numbers. Cancellations were common early in the pandemic. April and May actuals were down 62% and 61%, respectively. After that, demand became predictable. June was down 44%; July 28%; August 29%; September 34%; October and November preliminary 35%.

Looking ahead at future capacity, Q1 2021 is down 28% year-over-year.

There being no further business, a motion to adjourn was made by Commissioner Nichols, seconded by Commissioner Winstead, and approved unanimously. The meeting adjourned at 2:36 p.m.