

## Meeting Summary

Following is a summary of issues discussed at the MAA Stat on May 9, 2011 for reporting period November 2010-March 2011.

### Follow-Up

- **ARRA Projects Auditing.** MAA reported on the auditing process for their current ARRA project. The C/D Apron reconstruction contract is a low bid measured quantity contract. The contractor is providing the information necessary to comply with the ARRA payroll requirements for the full time equivalent (FTE) reporting per OMB guidelines. The MAA reviews the contractor's monthly invoice submission for accuracy in accordance with the MAA Audit Approach for ARRA funded work dated March 17, 2010. The contractor's FTE report contained within the contractor's monthly invoice is reviewed for accuracy at this time. The ARRA funded portion of the C/D alleyway project has been completed. The final invoice for the ARRA funded work has not yet been received. The MAA will perform a final audit of the contractor's FTE reporting upon receipt of the final invoice for the ARRA funded portion of this contract.
  - MAA reported that they used their standard auditing tools for the ARRA project. BWI will be used as a model for the FAA audits. The final report of these audits should be out in September. As for progress on the paving project, the completion date is set for November with the ability to extend to December if needed.

### ARRA Auditing Metrics

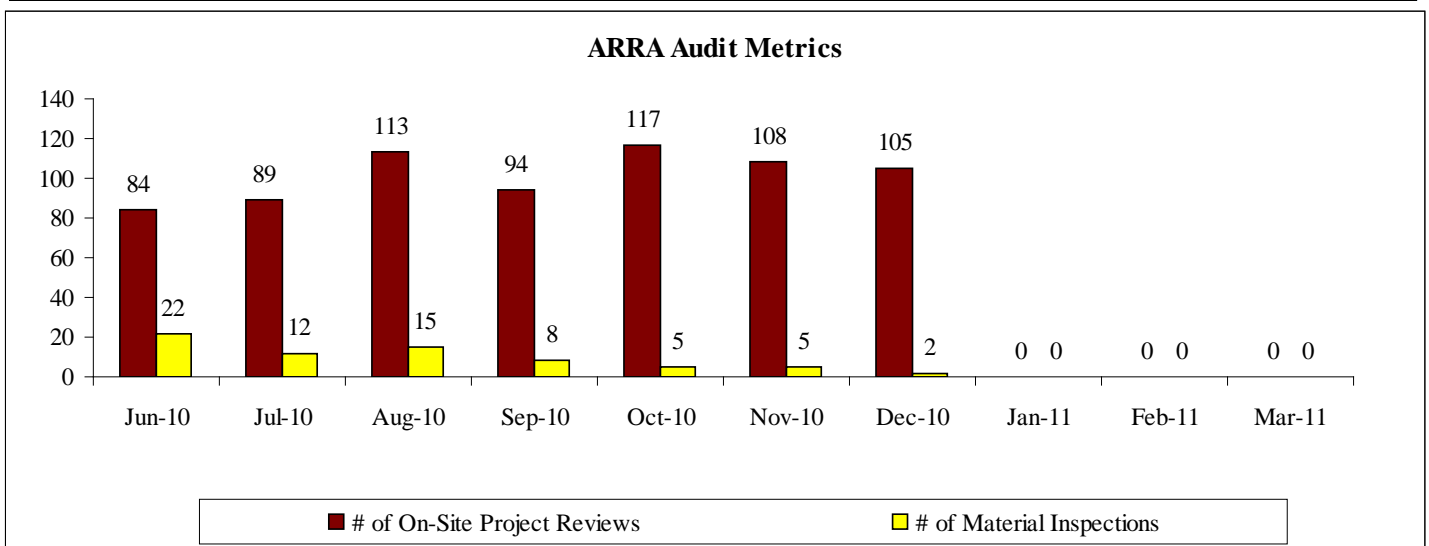
#### 1. On-Site Project Reviews

#### 2. Material Inspections

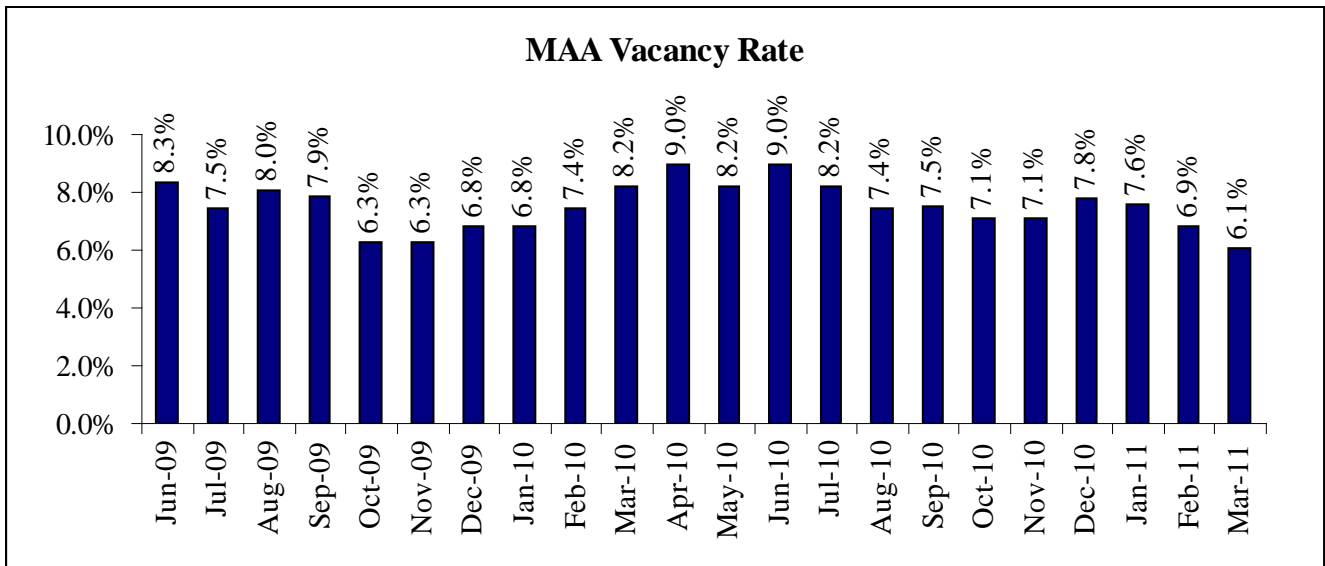
#### 3. Inspection Failures

#### 4. Invoices Received from Contractor

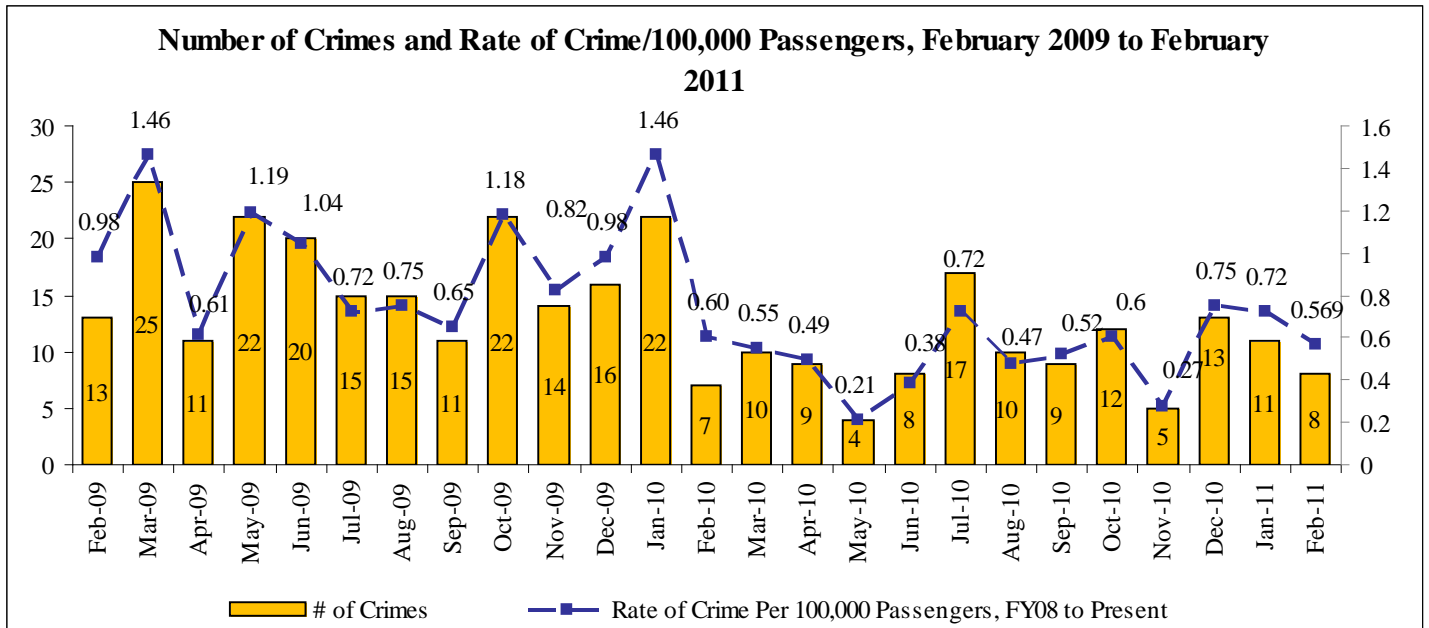
#### 5. Invoices Approved for Reimbursement



- **Staff Retention Practices.** The MAA vacancy rate is the lowest it has been since before 2007. MAA reported that they are committed to attracting and retaining a highly qualified staff and are working to equip MAA employees with the skills and experience necessary to meet the workforce needs. The MAA provides professional development opportunities such as tuition reimbursement, as well as continuing education opportunities through professional organizations, such as the American Association of Airport Executives (AAAE) and Airports Council International (ACI). Currently, the MAA is developing an Employee Rotational Program to provide temporary assistance to meet an office’s particular staffing needs, as well as provide an employee, with applicable qualifications, an opportunity to learn a new job function. MAA continues to look at ways to develop cross training programs, particularly in our operations and maintenance departments.
  - MAA is working on developing a rotational program for employees that would allow them to expand their skills. They are also developing lunch and learns to improve skills.
  - The most difficult positions to fill are electricians due to compensation issues. In order to make up for vacant positions, MAA uses overtime and contractors.
  - MAA will look into opportunities for apprenticeships as well as tapping into local vocational schools.



- **Crime Reporting.** MAA stated that changes in crime rates may be related to recent changes in how crimes were being defined. Under the previous reporting, MAA was counting all thefts at BWI Marshall. Under the new reporting, MAA includes all Part 1 and Part 2 crimes against persons or property in the calculation. With the new calculations, total crimes reported and the crime rate have both increased compared to the previous methodology, however we feel it is a more representative figure. The last two months have shown a decline in incidents of crime and crime rate.
  - MAA reported that crime is mainly driven by parking lots including thefts of GPS units and catalytic converters.

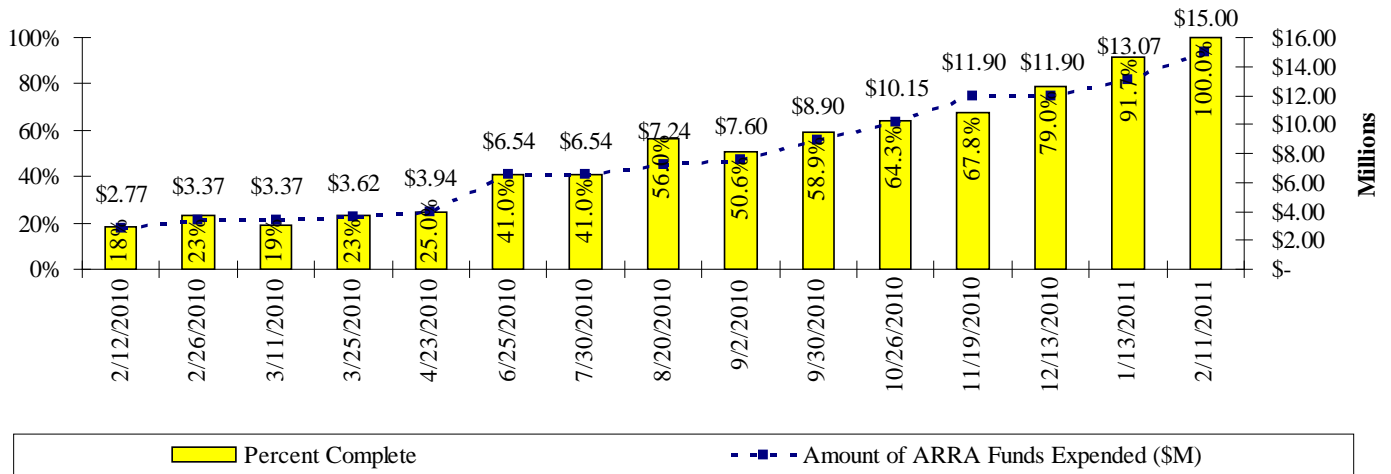


- MAA Utility Bill Submittals for the Energy Database.** MAA was one of the first agencies to submit a sufficient amount of utility bills to move forward with creating an energy baseline. On December 2, 2010, MAA met with Hatim Jabaji from DGS again and provided a detailed spreadsheet showing utility accounts for BWI Marshall. DGS has requested similar information for Martin State Airport and we are currently in the process of preparing that information.
- Energy Savings Program.** MAA was tasked with providing the list of tasks Pepco will undertake as part of the energy savings program. Attached is the list of Energy Conservation Measures under EPC contract with Pepco.

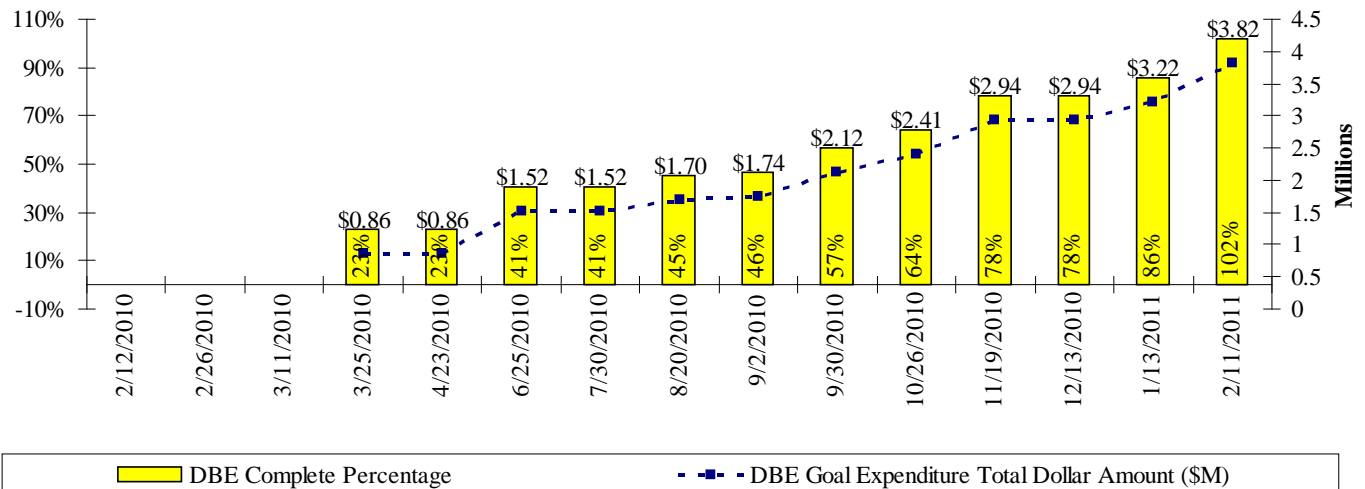
**ARRA**

- Apron Reconstruction Project.** The agency’s ARRA dashboard may be projected at the request of the panel. As of February, the agency is reporting that 100 percent of their \$15 million ARRA-funded reconstruction project is complete. The \$3.82 million in Disadvantaged Business Enterprise (DBE) expenditures exceeded the goal of \$3.75 million. The project was completed on time.

### ARRA Funds Expended and Percentage of Total Funds Expended, Feb-10 to Present



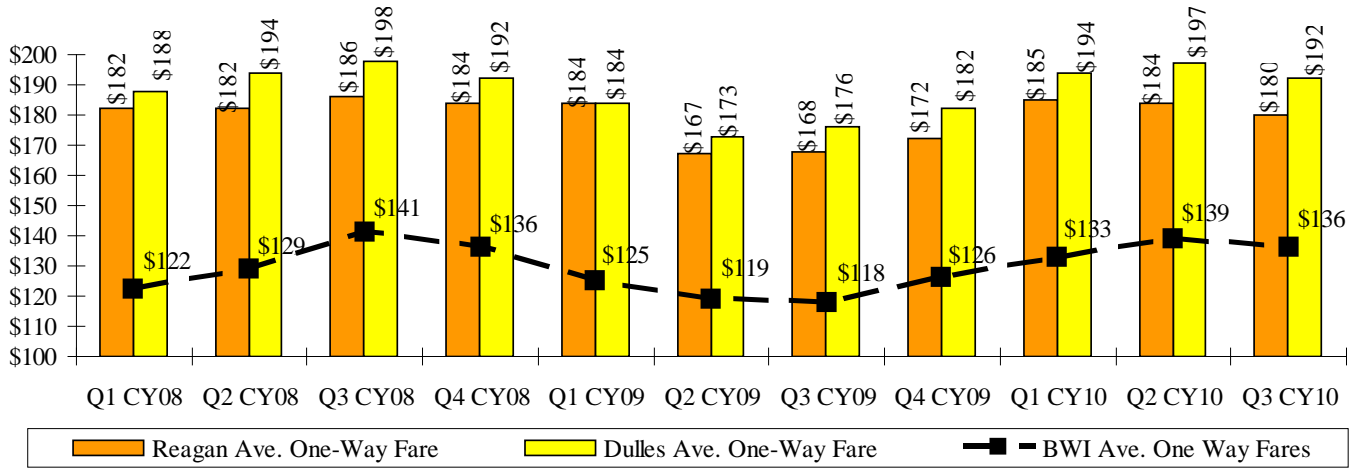
### ARRA DBE Funds Expended and Percentage of Total Expended, Mar-10 to Present



## General Operations

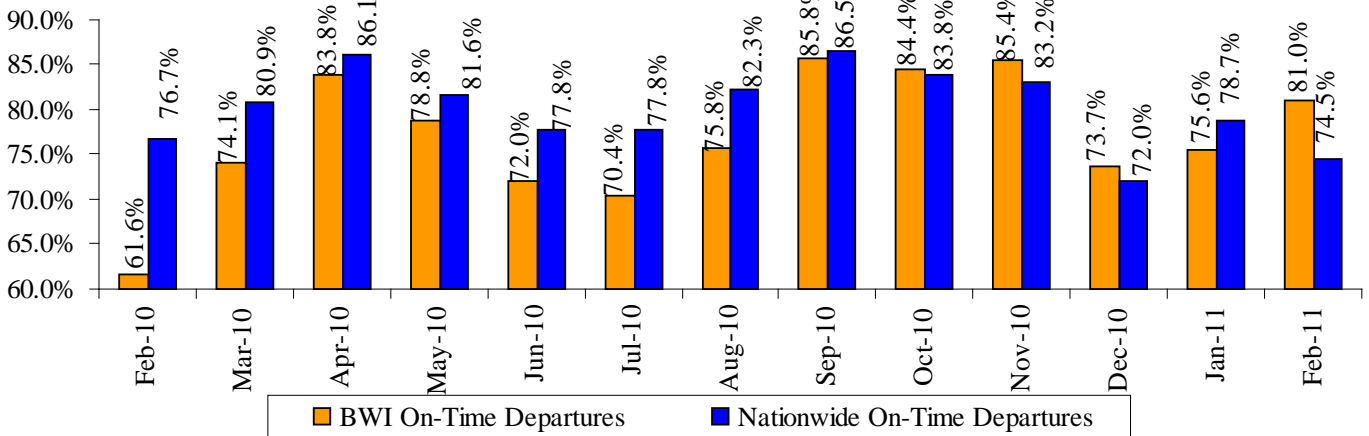
- **Average One-Way Fares/Southwest-AirTran Merger.** Average one way fares at BWI continue to be significantly less than Reagan and Dulles airports. The final approvals for the Southwest Airtran merger are taking place and Southwest flights are expected to start out of Reagan.
  - MAA noted that the large portion of the Southwest – Airtran merger will affect the managing offices of the airlines and not their flight portfolios.

**Average One-Way Fares, Reagan, Dulles and BWI, CY08-CY10, by Quarter**

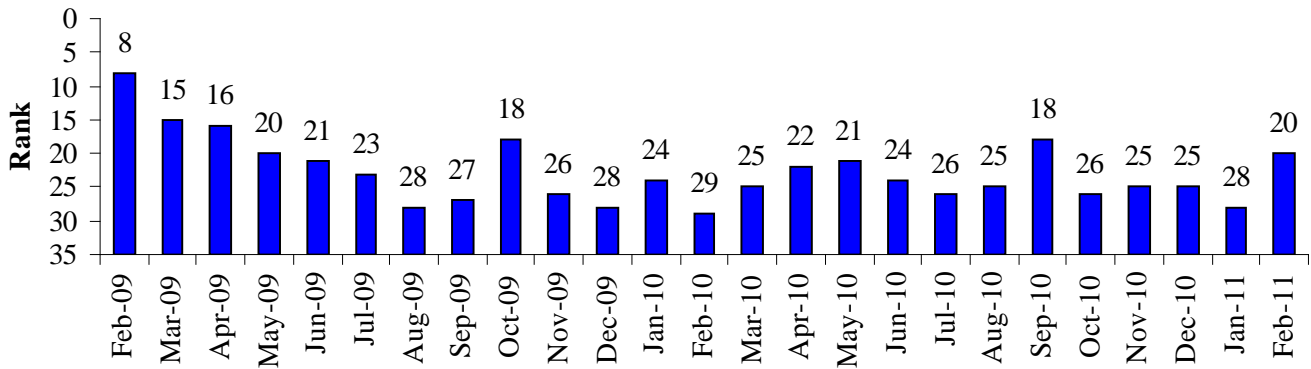


- On-Time Departures.** BWI’s on-time departure rate has been above the national average several times during the recent reporting period. During February 2010 and September 2010 this percentage was below the National Average. WI currently ranks 20<sup>th</sup> among large hub airports in on-time departures and 5<sup>th</sup> among northeast airports.
  - MAA noted that the only area associated to departure times is with runway maintenance. Therefore, the departure numbers are largely out of their hands.

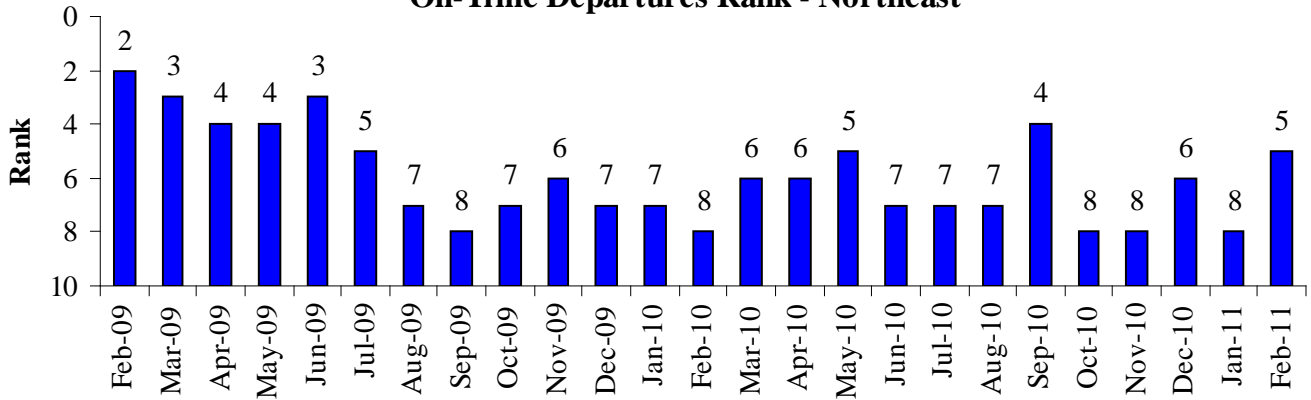
**On-Time Departure Percentage, BWI vs. Nation, FY10**



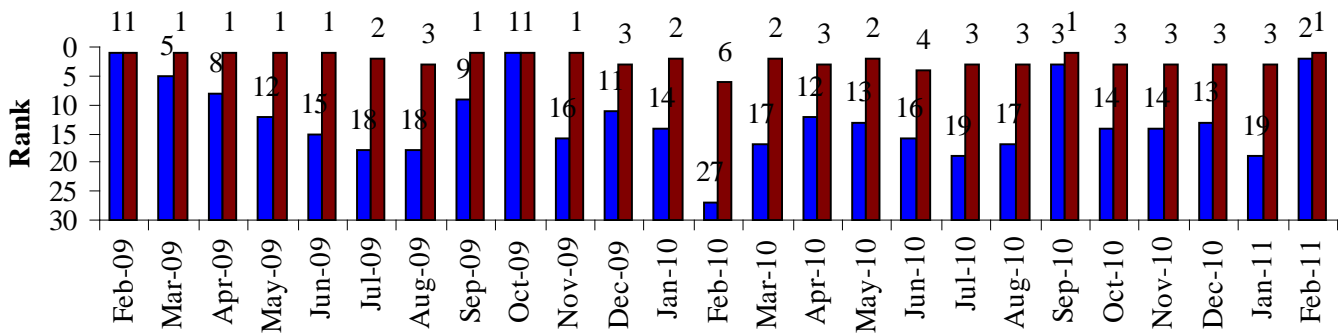
**On-Time Departures Rank - Large Hub Airports**



**On-Time Departures Rank - Northeast**



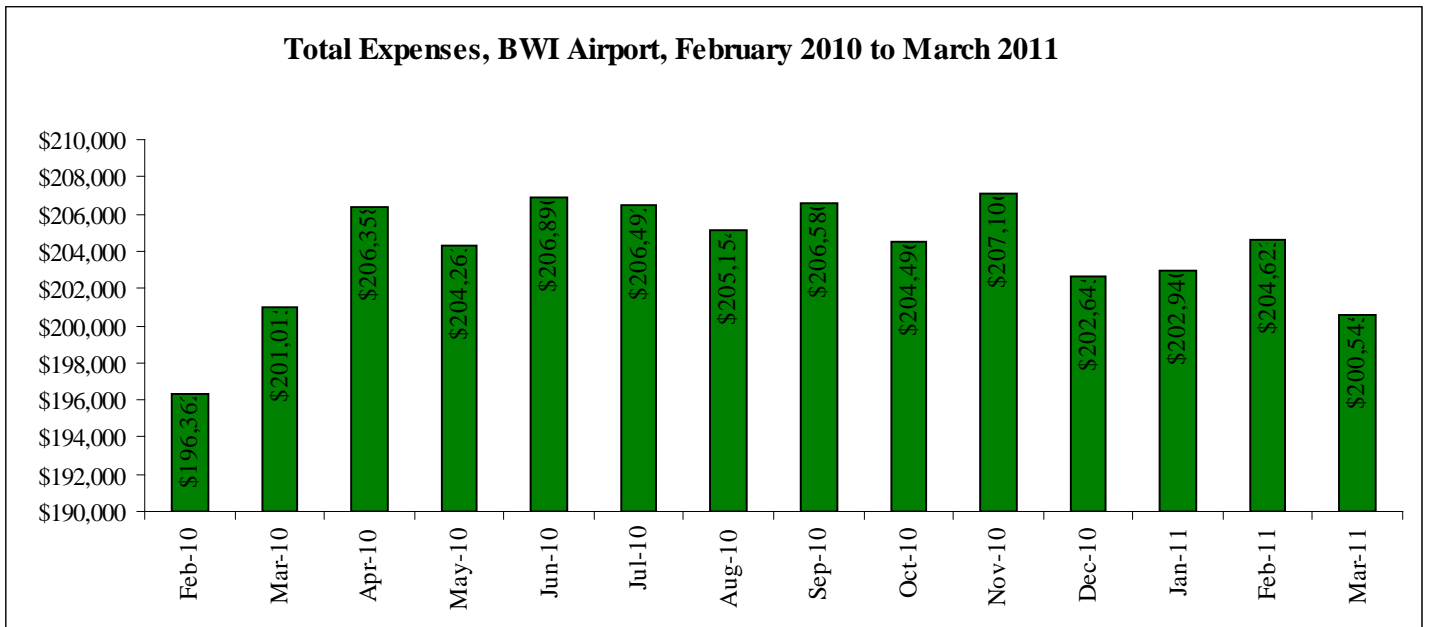
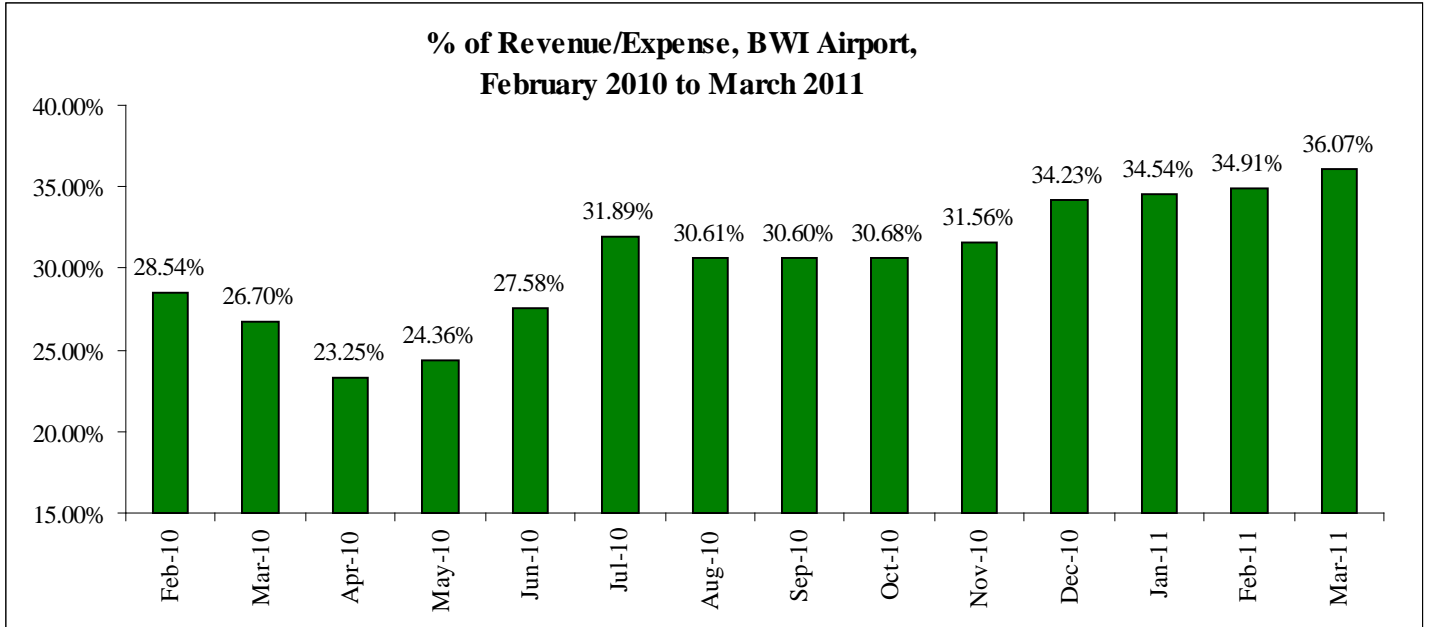
**On Time Arrival Rank**



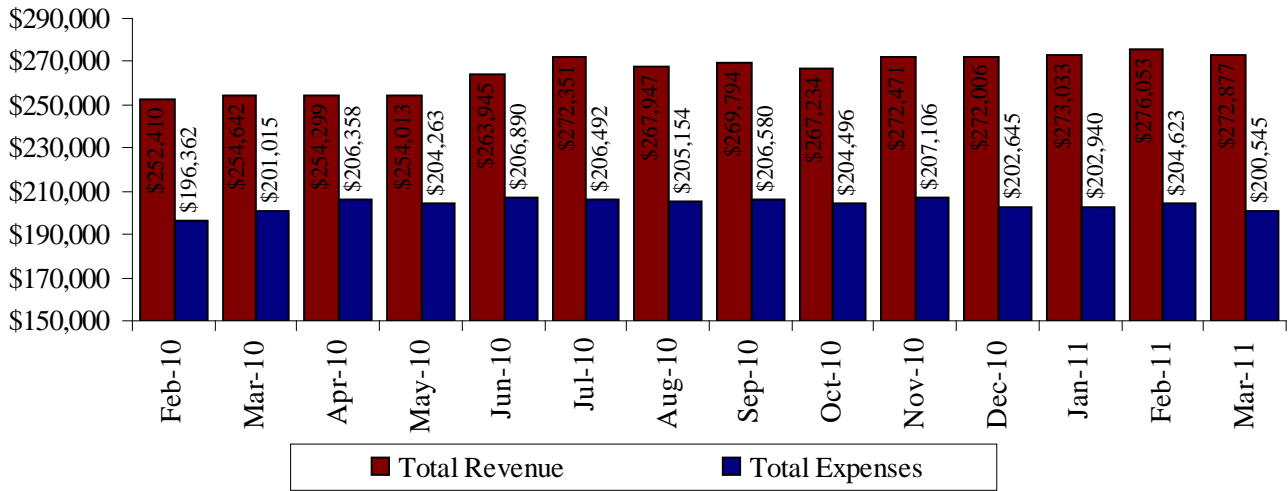
■ On-time Arrivals Rank - Large Hub Airports

■ On-time Arrivals Rank - Northeast

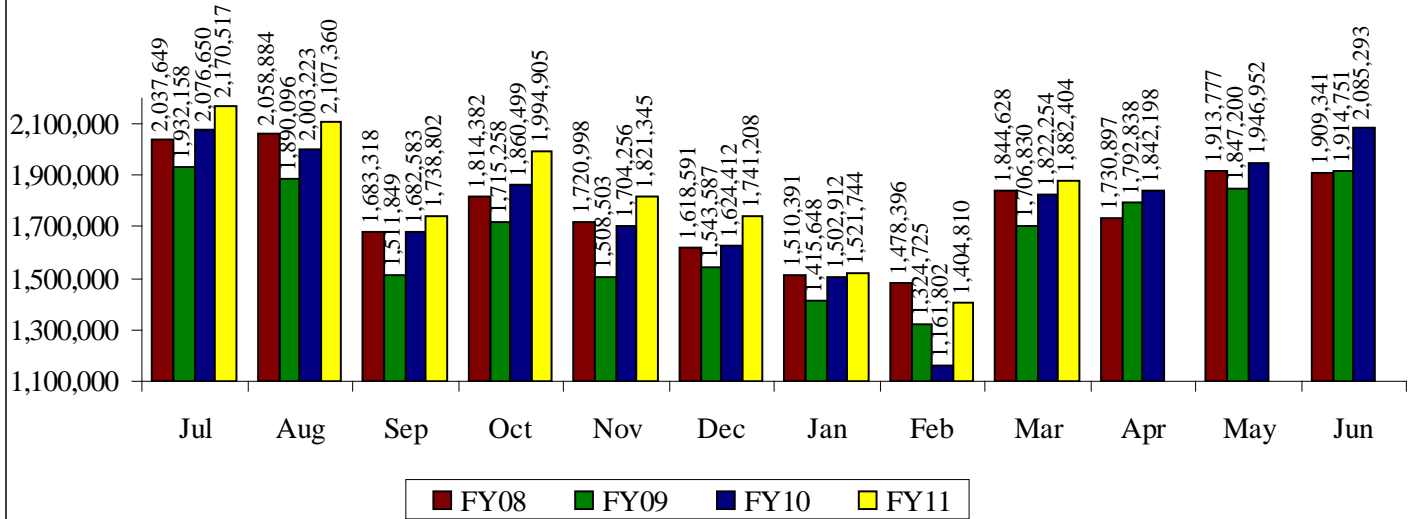
- **Revenue/Expenses.** BWI airport has continued to see an increase in the percent of revenue to expenses. Except for during the storms of 2010 the expenses in March are the lowest they have been since before 2007
  - MAA reported that their revenue comes from fuel, parking, and concessions. Parking facilities are maxed during Thanksgiving. There is some capacity for expanded concessions.



**Total Revenue and Total Expenses February 2010 to March 2011**

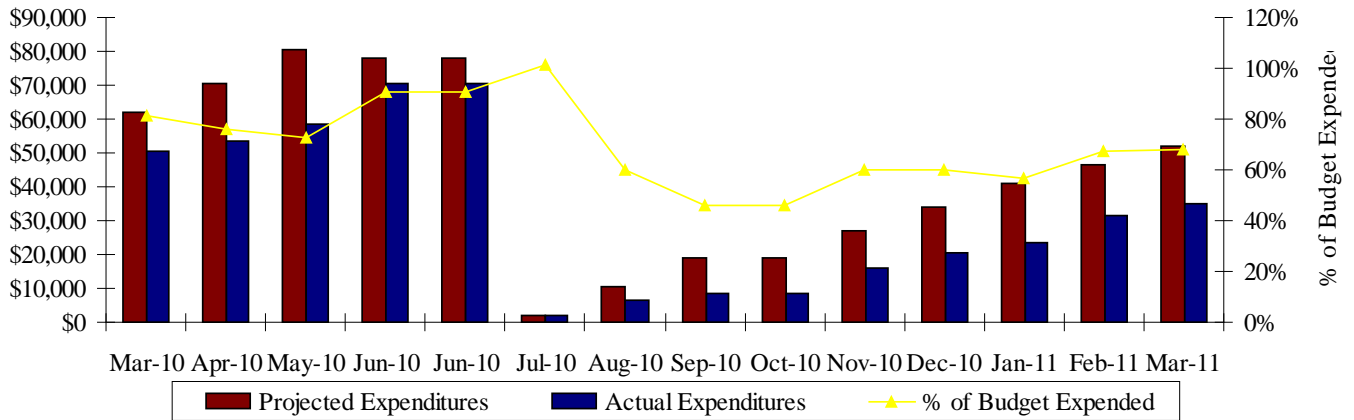


**Total Passengers by Month, FY08-YTD FY11**



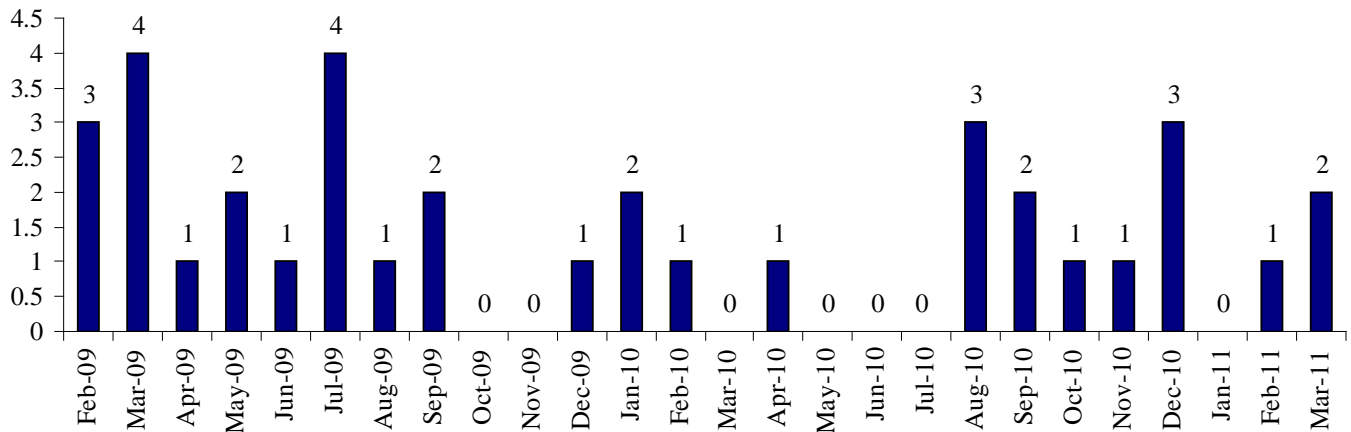
- Capital Projects.** The projected and actual expenditures for capital projects have risen steadily since falling dramatically in July 2010.

**Actual vs. Projected Expenditures (March 2010- February 2011)**



- **Airfield Incidents.** Since August 2010 there has only been one month without an airfield incident.

**# of Incidents in the Airfield**



## Martin State Airport

- **Martin State Airport.** Since November percent of revenue to expense has risen at Martin State Airport. The total revenue to expenses ratio for March is 2.68 percent.
  - MAA will work on expanding marketing to businesses to use Martin State Airport.
  - Profits are largely tied to fuel costs which have increased over the last 6 months.

