![National Capital Region Transportation Planning Board logo]

Aviation Technical Subcommittee
Highlights of the September 28, 2023 Meeting

Meeting Participants:

- Shawn Ames, Maryland Aviation Administration, (MAA)
- Glen Warren, Metropolitan Washington Airports Authority (MWAA)

- Rusty Harrington, Virginia Department of Aviation (VDOAV)

TPB Staff:

- Tim Canan
- Kenneth Joh

- Olga Perez

1. WELCOME, INTRODUCTIONS, AND APPROVAL OF HIGHLIGHTS FROM PREVIOUS MEETING (JULY 27, 2023)

Mr. Rusty Harrington called the meeting to order at 10:32 A.M. The meeting was conducted virtually by Microsoft Teams teleconference. The highlights of the previous meeting, held July 27, 2023, were approved by the Subcommittee, as written.

2. STAFF ANNOUNCEMENTS

Mr. Canan reported to the Subcommittee that there are no changes in staffing at COG.

Mr. Canan also informed that he has been working with Mr. Jeff Breeden, the FAA program officer, to close out older grants. In addition, on September 6th, COG staff held a meeting with Mr. Breeden to start planning next year's grant application process. COG staff will present a draft project table for the next Airport Capital Improvement Program at the next ATS meeting. Mr. Canan added that COG is open to incorporating new ideas for future grants for the next 4 or 5 years, clarifying that projects must have a regional scope within the Air System Planning for the National Capital Region and meet the criteria as a planning study for FAA's Airport Improvement Program.

3. 2023 WASHINGTON-BALTIMORE REGIONAL AIR PASSENGER SURVEY (APS) ACTIVITIES

Dr. Joh thanked MAA and MWAA staff for their coordination and support in the preparation for the Regional Air Passenger Survey.

Dr. Joh informed the Subcommittee that COG is coordinating the final details with the contractors to ensure that all tasks (e.g., staff, badging, and training) are covered and ready to start the full-scale 2023 APS. He also explained that COG shared the flight schedule with the contractor, and they are in the process of assigning shifts for the data collectors. Each airport will have one supervisor and data collection team dedicated specifically to each airport. Finally, Dr. Joh also discussed the following two points:

- **APS Schedule**: The survey activities will start the first week of October 2023 with the training sessions, starting on Tuesday October 3rd, with a full-day training at ICF's offices. Onsite airport training will be conducted on Wednesday morning (October 4) at Dulles International Airport (IAD), on Wednesday afternoon at Ronald Reagan Washington National Airport (DCA), and Thursday morning (October 5) at Baltimore/Washington International Thurgood Marshall Airport (BWI). The training aims to familiarize field staff with how to access the airport, getting them acquainted with the survey materials, the secure rooms, and the security procedures. After the training, the full-scale survey field operations will begin on Sunday, October 8. The survey will consist of 14 consecutive days of field collection, and then based on the response rate of flights, there will be a resurvey period in the last week of October.
- **Requirements**: Dr. Joh expressed gratitude for the opportunity to have COG staff participate in the meeting and emphasized that this collaboration will enhance the survey's legitimacy and garner support from airline staff. Dr. Joh added that Ms. Perez has been coordinating with MAA and MWAA staff to secure necessary items, including meeting rooms, bulletins, gate agent letters, and parking passes.

Ms. Perez clarified that the field operation checklist has been completed at BWI. For IAD and DCA, the gate agent letters, bulletin, and parking passes are in the final stages of coordination with MWAA staff. Additionally, Mr. Warren is coordinating the key for the secured room at IAD. Ms. Perez also mentioned that the final decision regarding Wi-Fi at all three airports is to utilize the public network, as the private network lacks coverage across the entire airport.

Ms. Perez briefed the Subcommittee on the badging status, starting with DCA, where 9 field staff are already badged. At IAD, 5 field staff have been badged, with two approvals and one more in progress. Finally, at BWI, 8 field staff have cleared background checks, and one is in process. Therefore, Ms. Perez is optimistic that all field staff will have their badges by the training week.

Mr. Warren responded that IAD is requesting the number of parking passes and the dates needed for processing the passes. He will inform COG if there is a specific location for parking that field staff should use during the APS. Mr. Warren also mentioned that the field office keys are in the final stages of coordination and should be ready before the onsite training session. He also stated that the bulletin and letter are ready for printing and use, and MWAA will distribute them to airport staff at both IAD and DCA.

Mr. Canan thanked Mr. Ames and Mr. Warren for their support and the coordination required for each process to commence the APS.

Dr. Joh asked Mr. Warren if it would be possible to have someone escort ICF's project manager during the onsite training at IAD. Mr. Warren agreed to escort. Dr. Joh clarified that all field staff are expected to be badged for the training, and the escort will only be necessary for the project manager during the two hours training, from 8:00 AM to 10:00 AM on Wednesday. Dr. Joh and Mr. Warren agreed that Mr. Warren will provide an initial orientation of the airport concourses to the field staff.

4. GROUND ACCESS TRAVEL TIME STUDY STATUS

Mr. Canan informed the Subcommittee that Dr. Zhuo Yang has completed all data collection tasks, including a demographic comparison of changes since the last time this study was conducted. Mr. Canan also explained that the proposed approach involves using data sources to select specific routes leading to the airports, which was approved by the Subcommittee last year. The data Dr. Yang is using includes information from April 2019 as the baseline, April 2020 at the peak of the pandemic, and April 2023.

The original schedule proposed by COG to produce a draft report by fall 2023, has been extended due to the increased workload associated with preparing for the APS and implementing new survey procedures. Therefore, Mr. Canan proposed a preliminary report presentation at the November 2023 ATS meeting and a draft report by January 2024. He clarified that the revised schedule will not impact the AIP grant.

Mr. Canan added that the data used is the Vehicle Probe Data from the University of Maryland's CATT Lab and COG is currently in the process of acquiring Big Data sources to support and enhance research for all of COG's transportation planning programs. Transit schedules for the three airports are also under review to include public transportation services.

Mr. Ames mentioned that in the past, an approach was used to identify the percentage of transit users who were employees and travelers based on inbound behavior. The results were somewhat accurate but quite crude. Mr. Ames expressed an interest in obtaining more information to better utilize these techniques.

Mr. Canan explained COG is in the process of narrowing down their choices for Big Data sources, evaluating them to identify the most accurate sources that align with the expected results, and potentially incorporating them more into their work program. COG will continue to provide progress reports to the Subcommittee for this effort.

5. ROUNDTABLE DISCUSSION

Mr. Ames explained that BWI is currently developing an internal cargo study and inquired about the schedule for the next update from COG. Mr. Canan replied that the plan is to follow the Ground Access Travel Time Study, and there is a grant in place to cover it.

Mr. Warren shared that the bulletin for DCA was published with corrected dates, and the same will be done for IAD. Additionally, MWAA is seeking interjurisdictional communication to coordinate projects aimed at improving roadways, particularly for the GW Parkway 14th St Bridge. He also mentioned that to alleviate congestion at DCA, there is the DCA Roadways Improvement Program.

Mr. Harrington replied that Mr. Scott Denny has been involved in CC-2 DCA efforts. If there are additional requirements, he can reach out to VDOT or DRTP, as they have regional offices that may facilitate those needs.

Mr. Harrington informed that the Virginia governor's transportation conference will be held in Crystal City, Virginia this year from October 18-20. He also provided information on two key

topics. First, in 2010, The Virginia Innovation Partnership Corporation (formerly known as the Commonwealth Institute of Technology, CIT) conducted an analysis of what it would take to establish a sustainable aviation fuel industry. In 2021, another study was initiated to assess changes and contribute to the national effort, aiming to become part of the national supply chain. Funding opportunities are available, and they have briefed Secretaries and Departments (Agriculture, Transportation, Commerce and Trade) on these efforts. Advancing this project would require policy actions by the administration. Second, Mr. Harrington shared that they are planning to conduct a statewide economic impact study of Virginia's public-use airport system. They are preparing a set of specifications for review by the FAA, with the study expected to commence in 2025.

6. ADJOURN

The meeting was adjourned. The next Subcommittee meeting is scheduled for November 14, 2023. It will be held virtually.