

*Citizens Committee for the Enhancement of Communities Surrounding  
Baltimore/Washington International Thurgood Marshall Airport*

**Meeting Minutes  
February 24, 2021**

**Attending**

Dana Carrington  
Marjorie Deschenes  
Rodney Jones  
Howard Johnson  
Ron Looper  
Ben Olson  
Mary DesChamps  
Kevin Plessner  
Barbara Morgan

**Representing**

Timber Ridge HOA  
Provinces Civic Association  
Severn Improvement Association  
Greater Elkridge Community Association  
Elmhurst Improvement Association  
Greater Ferndale Community Civic Association  
Carriage Pines at Lake Village HOA  
Linthicum-Shipley Improvement Association  
Dundee Community Association

Michelle Christoffers  
Brittany Janowski  
Darline Terrell-Tyson

MDOT, Office of the Attorney General  
MDOT, Office of the Attorney General  
MDOT MAA, Office of Environmental  
Compliance and Sustainability

Bruce Rineer

MDOT MAA, Office of Environmental  
Compliance and Sustainability, Noise Section

Karen Harrell

MDOT MAA, Office of Environmental  
Compliance and Sustainability, Noise Section

Royce Bassarab

MDOT MAA, Office of Environmental  
Compliance and Sustainability, Noise Section

**Absent**

Charles Kiessling  
Gary Simmons

Glen Burnie Improvement Association  
Glen Burnie

**Discussion**

1. Due to restrictions on in-person gatherings associated with the novel coronavirus, the February 24, 2021 meeting was held virtually via Microsoft Teams. The meeting began at 6:02 p.m. Based on the current situation with regard to COVID, the MDOT MAA recommendation is to continue meetings virtually.
2. Kevin Plessner, Chair, welcomed attendees, stated that no grant applications were received by the deadline, but that the Committee would be discussing potential changes to policy documents, and started roll call.
3. The committee reviewed the December 2<sup>nd</sup>, 2020 meeting minutes. A motion was made by Ron Looper and seconded by Barbara Morgan to accept the December 2<sup>nd</sup>, 2020 meeting minutes. Meeting minutes were accepted by a vote of 9-0.

#### 4. Administrator's Report:

Bruce Rineer apologized for not providing the budget information prior to the meeting, and noted that, for the fiscal year so far, the Committee received no submissions in Quarter 1, four submissions in Quarter 2, and two late (and subsequently returned) applications in Quarter 3. Mr. Rineer provided the Committee an update on the budget. Mr. Plessner asked about the process of returning applications submitted via mail if they were provided late. Mr. Rineer noted that his goal is to help streamline the application process such that interested communities are not required to submit 10-12 paper copies. Mr. Looper noted that some communities may not have the technical resources to submit everything electronically, to which Mr. Rineer responded that alternate means could be provided. Mr. Plessner asked if any members had questions about the budget, and hearing none, the Committee progressed to other topics.

#### 5. Proposed Updates to Grant Application Materials

Mr. Rineer walked the Committee through a set of proposed changes and updates to the grant application guidelines ("*Guidelines for Transportation Related Community Enhancement Grant Applications*"). Proposed MDOT MAA changes include updating references to "BWI Marshall", directing applicants to the MAA Community Relations website to view the map rather than state this is an attachment, generalizing the description of when grant applications must be received (and removing specific meeting dates), and changing the requirements for grant submission from submitting paper copies by mail to submitting electronic PDF's via a new email address ([maaceg@bwairport.com](mailto:maaceg@bwairport.com)).

In discussion, the Committee clarified that eligibility is based on the project location with respect to the 1998 Airport Noise Zone (ANZ) or within a border extending two miles outside of the ANZ, which does not change as MDOT MAA updates and subsequently certifies new ANZ studies. The Committee discussed the process for receiving and considering applications received after the deadline, which is 30 days prior to the next scheduled Committee meeting. Mr. Rineer noted that once an application is received, it needs to be routed to appropriate staff, reviewed, and submitted to Committee members with sufficient time for their review and consideration prior to the meeting. The Committee discussed the need to send late applications back to applicants for resubmission. In some cases, contractor quotes may only be good for a short window, although Mr. Plessner noted that in many cases contractors are able to extend the quote, or provide a longer duration based on the nature of the grant application and award process.

Further discussion ensued regarding the status of a late application in the subsequent quarter. The Committee discussed whether a late application should be held and subsequently considered as the first application received in the following quarter, which could unfairly penalize other communities who, rather than submit an application past the deadline, waiting until the next open application period. This could be problematic with regard to available funding. Committee members agreed that late applications should not receive first consideration in the following quarter and should be returned.

The Committee determined that additional review time was needed prior to approving the changes, and Mr. Rineer stated he would incorporate the changes the Committee identified and send out a new version for review. A meeting to discuss these potential changes was suggested

for March 10, 2021 at 6:00 p.m. Mr. Looper made a motion, approved by Mr. Jones, to convene again on March 10<sup>th</sup>. The motion passed.

Mr. Rineer displayed the grant application form and noted adjustments that need to be made and stated these would be a topic of discussion for the upcoming meeting as well.

Mr. Rineer described the Maryland OneStop portal (<https://onestop.md.gov/>), which among other offerings includes information about various grant programs. He explained that MDOT MAA has been investigating the use of this portal as a way to further streamline and publicize the grant process, and noted those conversations are ongoing. Committee members inquired as to whether this would replace the existing application process and overall supported further investigation.

Lastly, Mr. Rineer described the process he has been undertaking to utilize DocuSign services. DocuSign would assist in streamlining both the application process and the processing of approved grants and is in use by MDOT for other purposes. Mr. Rineer will continue to pursue and report back to the Committee.

#### 6. Formal Committee Appointments

Mr. Rineer noted that MDOT MAA was working with the Secretary's Office to formalize the appointment of the Committee chair (Mr. Plessner) and co-chair (Mr. Johnson), as required under law. Mr. Looper asked about the process for Committee appointments that have expired. Mr. Rineer noted that Ms. Harrell and he have been working with MDOT MAA administration to clarify records, especially considering expiring terms of the original Senators. This will be a discussion topic at the next regularly scheduled quarterly meeting.

#### 7. Chairperson Plessner asked if there was any Old Business.

There was no old business to discuss.

#### 8. Chairperson Plessner asked if there was any New Business.

#### 9. A motion to adjourn the meeting was made by Ms. DesChamps and was seconded by Mr. Looper. The meeting was adjourned at 7:22 p.m. by Chairperson Plessner.