

## Meeting Minutes

Salisbury/Wicomico Metropolitan Planning Organization (“S/WMPO”)  
Council meeting  
May 21, 2021

Zoom Conference Call  
Join By Phone: 301-715-8592  
Meeting Access Code: 903-814-0422#  
Password: 13579#

### Attendees:

#### *S/WMPO Council:*

Tyson Byrne, Maryland Department of Transportation (“MDOT”)  
Marc Coté, Delaware Department of Transportation (“DelDOT”)  
Josh Hastings, Wicomico County Council  
Jack Heath, City of Salisbury Council  
Andy Kitzrow, City of Salisbury  
Gregory Padgham, Tri County Council of the Lower Eastern Shore (“TCCLES”)  
John Rieley, Sussex County Council

#### *Staff:*

Keith Hall, AICP, S/WMPO Executive Director  
Brian Soper, S/WMPO Administrator  
Melissa Cassimore, S/WMPO Executive Assistant

### Introduction

Mr. Keith Hall opened the meeting at approximately 1:35 P.M. and welcomed everyone. Mr. Hall stated a quorum was achieved; however, the Chairman and Vice-Chairman were unable to attend. Mr. Hall reviewed the Bylaws with the Council regarding the designation of a President pro tempore. Mr. Heath and Mr. Hastings volunteered. Mr. Heath was designated because he was present in Council Chambers.

### Minutes

The first item of business was approval of the minutes from December 10, 2020. The motion was made by Mr. Byrne and seconded by Mr. Padgham. Mr. Heath asked if there are any questions or comments. There were no questions or comments from the public or staff. The motion to approve the December 10, 2020, meeting minutes passed with all Council members voting in the affirmative.

**Salisbury-Ocean City: Wicomico Regional Airport – Ridership Leakage Study**

Michael Lum (Volaire Aviation Consulting)

Mr. Lum presented the findings of the Leakage Study for the Salisbury-Ocean City: Wicomico Regional Airport (“SBY Airport”). The study analyzes passenger information from other airports in the region to determine the true market value of passengers in the catchment area.

The top three findings from the Leakage Study are as follows:

- 1) SBY Airport leaks almost 85% of its true air service demand (975 daily passengers each way) to other airports, mostly to Baltimore, which captures 54% of the SBY Airport’s would be demand (625 daily passengers each way).
- 2) Service by a new carrier in SBY Airport is highly unlikely to harm Piedmont’s existing traffic base at the airport.
- 3) In most markets, a new carrier has the positive effect of “lifting all ships in the harbor” because the incremental traffic it generates uses not only the new carrier, but also flights on the existing carrier, such as Piedmont.

The results of the study identify an immediate opportunity with a United Airlines regional partner to offer new service to Dulles International Airport from SBY Airport. Recommendations for the coming year include attending at least two air service development conferences to re-introduce SBY Airport to the airline planners and share the highlights of the leakage study. SBY Airport should consider applying for Small Community Air Service Development grant later in the year which can be used to fund a minimum revenue guarantee to support new on United; it could also be used to fund a combination of marketing and start-up cost support for an ultra low-fare carrier.

After a brief discussion about the need for a runway expansion and the existing capacity of jets flying out of SBY Airport, Mr. Heath thanked Mr. Lum for his presentation.

**PUBLIC HEARING**

**Resolution 01-2021 Amendments to 2019 Long Range Transportation Plan (Connect 2050), Appendix F**

Brian Soper (S/WMPO)

Mr. Soper stated the Public Notice was advertised for the following two items 14 days prior to the meeting in the Daily Times and Delaware State News in compliance with the Public Participation Plan (“PPP”).

Mr. Soper presented the proposed amendment to the 2019 *Long Range Transportation Plan* (“LRTP”), Connect 2050, Appendix F, Fiscally Constrained and Unfunded Projects 2020 -2050, which consists of a City of Salisbury project replacing the Naylor Mill Road bridge over Naylor’s

Pond Stream. He noted this project using federal funding is located in the Salisbury/Wicomico Urbanized Area and must be included within the LRTP prior to incorporating into the FY2021 - FY2024 Transportation Improvement Program (“TIP”).

In accordance with the S/WMPO PPP the draft LRTP amendment was available for a 30-day public comment period. No public comments were received in opposition or support of the amendment. Additionally, at their April 14, 2021, meeting the S/WMPO Technical Advisory Committee (“TAC”) made a favorable recommendation to Council for amending the LRTP, Connect 2050, Appendix F. Staff recommends adoption of Resolution 01-2021.

Mr. Heath asked if there are any questions or comments. There were no questions or comments from the public or Council members.

Mr. Byrne made a motion to approve Resolution 01-2021 amending the 2019 Long Range Transportation Plan (Connect 2050), Appendix F. The motion was seconded by Mr. Padgham. With all Council members voting in favor of Resolution 01-2021, amending the 2019 *Long Range Transportation Plan* (Connect 2050), Appendix F, the motion passed unanimously.

#### **Resolution 02-2021 Amending the FY2021 - FY2024 Transportation Improvement Program**

Brian Soper (S/WMPO)

Mr. Soper stated the proposed amendment to the FY2021 - FY2024 TIP is for the bridge replacement on Naylor Mill Road. The project code is 11, the funding ratio is 80% Federal and 20% City, and the FY2021 funding is \$471,400 for Preliminary Engineering. This amendment ensures consistency with the Long Range Transportation Plan, Connect 2050. In accordance with the S/WMPO PPP the draft FY2021 - FY2024 TIP was available for a 15-day public comment period. No public comments were received for or against the amendment. At the April 14, 2021 meeting the S/WMPO TAC made a favorable recommendation to Council for amending the FY2021 – FY2024 TIP. Staff recommends adoption of Resolution 02-2021.

Mr. Heath asked if there are any questions or comments. There were no questions or comments from the public or members.

Mr. Hastings made a motion to approve Resolution 02-2021 amending the FY2021 - FY2024 TIP. The motion was seconded by Mr. Coté. With all Council members voting in favor of Resolution 02-2021 amending the FY2021 - FY2024 Transportation Improvement Program, the motion passed unanimously.

#### **Resolution 03-2021 Adopting the FY 2022 Unified Planning Work Program**

Keith Hall (S/WMPO)

Mr. Hall presented the Draft FY 2022 UPWP, which the proposed budget of \$214,460.28.

The draft budget does not include any unencumbered carryover funding from FY 2021. Any unencumbered funding will be incorporated into the FY 2022 UPWP at the end of the current fiscal year. The draft UPWP consists of four major funding categories: 1) Core Planning; 2) MPO Administration; 3) Public Participation Process; and 4) Planning Studies. As proposed, the allocation for the aforementioned categories is as follows:

- 1) Core Planning = \$23,600.00;
- 2) MPO Administration = \$53,000.00;
- 3) Public Participation Process = \$6,000.00; and
- 4) Planning Studies = \$131,860.28.

Mr. Hall stated the TAC reviewed the draft budget at their April 14, 2021 meeting. At which time, the TAC made a favorable recommendation to forward the draft budget to the MPO Council for their review and consideration.

Mr. Hall stated that consistent with the public participation requirements, the FY 2021 UPWP was put out for a public review and comment period of 15 days. There were no comments from either proponents or opponents. Mr. Hall further stated that the public hearing was advertised 14 days in advance of the Council meeting. Mr. Hall recommended approval as presented.

Mr. Hall provided an overview about the formatting change to this year's budget is the inclusion of specific planning studies to be completed through the year rather than broad categories. This change resulted from implementing a project solicitation process used to identify priority projects for an upcoming fiscal year.

Mr. Heath asked if there are any questions or comments. There were no questions or comments from the public or members.

Mr. Byrne made a motion to adopt the Draft FY 2022 UPWP. The motion was seconded by Mr. Coté. With all Committee members voting in favor, Resolution 03-2021 passed unanimously.

### **S/WMPO Updates**

Mr. Hall informed members of the items that would be on the agenda for the June meeting.

### **Public Comments**

There were no public comments.

### **Member Updates**

Mr. Heath informed members the National Folk Festival is scheduled for September 10-12, 2021 in Salisbury.

**Next Meeting Date/Adjourn**

There being no other business before the Council, upon a motion by Mr. Rieley, seconded by Mr. Byrne, with all participating Council members voting in favor, the meeting was adjourned.