

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING**

November 6, 2024

[Hybrid meeting]

MEMBERS PRESENT: Tim George, Chair
Jeff Schulman, Vice Chair
Helen Riehle
Greg Shepler
Robin Guillian [Present from 0:18:20 – 1:25:00]
Connor Daley

MEMBERS ABSENT: Chip Mason

BTV STAFF PRESENT: Nic Longo, Director of Aviation
Larry Lackey, Director of Engineering & Environmental Compliance
Dave Carman, Director of Aviation Operations
Jeff Bartley, Director of Innovation & Marketing
Jill Waite, Office Administration

OTHERS PRESENT: Channel 17

1.0 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:05 PM. Individuals attending the meeting remotely identified themselves (Greg Shepler)

2.0 Agenda

Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Connor Daley, to approve the agenda as presented.

VOTING: unanimous (5-0); motion carried. Robin Guillian absent for the vote.

3.0 Public Forum

3.1 None

4.0 Consent Agenda

MOTION by Connor Daley, SECOND by Helen to approve the agenda as presented. VOTING: unanimous (5-0); motion carried. Robin Guillian absent for the vote.

5.0 Arrestor Cable Runway Rehab Agreement

MOTION by Helen Riehle, SECOND by Connor Daley, to discuss and recommend a contract to the City Council Board of Finance. The execution of contact with National Guard Bureau for reimbursement costs associated with drain improvements for the Vermont Air National Guard.

DISCUSSION: Staff explained that it is a contract that allows the airport to be reimbursed for improvements to the arrestor cable systems owned/operated by VTANG, which slow down jets that are going too fast down the runway.

VOTING: unanimous (5-0); motion carried. Robin Guillian absent for the vote.

6.0 Construction Update

In addition to the written construction update provided to the Airport Commission, staff highlighted the following updates:

- 6.1 Parking garage lighting system is 100% complete
- 6.2 Concrete joint repair continues; staff anticipates completing 2/3 of the project before winter and finishing the rest in the spring.
- 6.3 Environmental assessment draft is currently being reviewed by the FAA
- 6.4 FAA responded favorably to the new cargo apron and can now move the project forward into design
- 6.5 SRE Building is 30% designed.
- 6.6 Construction for the Burlington Tech Center will start within the month
- 6.7 Developing the following projects for next year: TWY-C Rehabilitation, approach pass for the runway, and the grant application for the SRE building.
- 6.8 Project on Runway 15/33 will start May 15 (weather permitting)

7.0 Noise Data

In addition to the written construction update provided to the Airport Commission, staff highlighted the following:

- 7.1 Phase 3 for construction on homes for the Residential Sound Insulation Program will start on the week of November 11, 2024. Contractors will work on the project through the winter. Plan is to have 52 homes finished by October 2025.
- 7.2 Contract signed this week for 16 more homes to receive sound insulation work as part of Phase 4.
- 7.3 Staff provided the following update on the noise exposure map:
 - 7.3.1 Map was presented to the public on October 23 at the Chamberlin School and at the Winooski School on October 24 where the public reviewed the map. Staff expressed a goal that the FAA will approve the map by the end of 2024

8.0 Financial Update

In addition to the written financial update provided to the Airport Commission, staff highlighted the following:

- 8.1 Revenues are higher than last year due to: higher employment numbers at the airport and more seats offered due to more visitors.
- 8.2 Expenses are higher due to: higher salaries and more benefits post reorganization of the employment hierarchy among BTV staff and projects for preventative work and maintenance in the garage.
- 8.3 Cash position continues to be strong and currently waiting to hear back from the FAA about closeout grants
- 8.4 Auditors completing field work and credit rating assessment this week at the airport.
- 8.5 Landing piece chart: prices have increased with increases
- 8.6 More revenue generated from increased landing fees (10% price increase) and more planes coming to BTV. Staff discussed increase in customers coming through BTV as evidenced by:

increased weight of plane landings, higher numbers of car rentals, and higher numbers of cars parked in the garage.

Robin Gullian joined remotely at 0:18:20

9.0 Director's Update

Aviation Director Longo reported:

- 9.1 Spooktacular Block Party had an estimated attendance of 750 people. Successful reveal the mascot of Aero the Griffin. Total funds raised: \$725
- 9.2 Update of noise exposure map is complete
- 9.3 Updates to the Noise Compatibility Program include new FAA approved options for homeowners in the affected eligible areas
- 9.4 Goal to design and construct 50 homes annually as part of the Residential Sound Insulation Program and discussed the challenges to the program, which include: impact of season changes on construction and new required testing for some homes prior to start of construction, also known as pre-acoustical testing.
- 9.5 FAA should accept the new sound exposure map into the federal register by December 31, 2024, at which time it will be the official noise map. Prior to this, the existing rules for the 2019 map apply.
- 9.6 Staff members attended the AAAE/ACI-NA Noise Conference and ACI-NA Marketing and Communications Conference
- 9.7 Construction for Project NexT started with site work, removal of concrete, and electrical work.
- 9.8 New Procurement Policy Plus 'P3' takes effect on December 1, 2024
- 9.9 Reviewed Passenger statistics and projections
- 9.10 Option now available now for customers to pay for parking on smartphones. Customers can scan the QR code on the printed ticket and pay on the website.
- 9.11 Closure of Aviation Deli due to needed renovations on the space.
- 9.12 Upcoming items include: Ordinance update to allow airport ambassador's parking ticket authority, leases (two tenant negotiations, TSA, additional concessionaire), and contracts for office space additions).
- 9.13 Upcoming in November: community meeting on the airport master plan (11/12), presentation to the city council (11/18), tourism presentation at Destination BTV Summit (11/13), Sizzle and Socialize event for airport employees (11/15), and new executive assistant starting (11/18).

Robin Guillian left the meeting at 5:12PM

10.0 Commissioner Items

None

11.0 Follow-up Items

None

12.0 Adjourn

MOTION by Helen Riehle, SECOND by Connor Daley, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried. Robin Guillian absent for the vote.

The meeting was adjourned at 5:33 PM.