

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
January 13, 2021**

**DRAFT**

**[Note: Meeting held by teleconference.]**

**MEMBERS PRESENT:** Jeff Munger  
Bill Keogh  
Jeff Schulman  
Tim George  
Helen Riehle

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation, Operations  
Marie Friedman, Director of Finance  
Shelby Losier, Director of Ground Operations  
Larry Lackey, Director of Engineering & Environmental Compliance  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Channel 17  
Karen Paul, Burlington City Council  
Kristine Lott, Mayor of Winooski

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**1.0 CALL TO ORDER**

Bill Keogh facilitated the teleconference meeting and called to order at 4:08 PM on January 13, 2021.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Bill Keogh, SECOND by Tim George, to approve the agenda with the amendment to combine the discussion of Items 5.03 & 5.04 (Budget Neutral Amendment and Sound Data). VOTING: unanimous (4-0)[Jeff Munger not present for vote]; motion carried.**

The amendment to the agenda was later changed to address each item separately as originally presented on the agenda.

**3.0 PUBLIC FORUM**

Winooski Mayor, Kristine Lott, informed the Airport Commission that she was not aware two members of Winooski City Council joined with representatives from South Burlington in bringing legislation to study airport governance. Mayor Lott emphasized the priorities for Winooski remain to be home noise insulation, the MOU with Burlington and working cooperatively with the airport, and having a seat on the Airport Commission in order to have a voice and be involved.

Gene Richards thanked Mayor Lott for having a straight relationship with the airport and the City of Burlington. Burlington City Councilor, Karen Paul, expressed continued support for Winooski having a seat on the Airport Commission. Airport Commissioner, Helen Riehle, said the South Burlington City Council did not take a position on the governance issue, but one council member was planning to introduce companion legislation in the state Senate. South Burlington is committed to continuing the dialogue and moving forward with better communication and supporting Winooski having a seat on the Airport Commission.

#### **4.0 CONSENT AGENDA**

4.01 Minutes: December 2, 2020 (expanded version)

4.02 Enplanements

**MOTION by Tim George, SECOND by Helen Riehle, to approve the consent agenda and place the information on file.**

##### **DISCUSSION:**

- **Bill Keogh pointed out the minutes in the consent agenda are the expanded version from the first draft that was received.**
- **There was discussion of enplanements. Gene Richards explained enplanements are tracking with COVID numbers in the state (i.e. enplanements are low because people are not traveling and that is one reason COVID numbers in the state are low compared to other states).**

**VOTING: unanimous (5-0); motion carried.**

#### **5.0 ACTION ITEMS**

5.01 FAA Grant: Terminal Integration Project (TIP)

**MOTION by Bill Keogh, SECOND by Tim George, to recommend approval and forward to City Council to accept the grant from the FAA and related contracts as described in the letter of 1/19/21 on the topic of the TIP.**

##### **DISCUSSION:**

- **Staff will bring the final design to the Airport Commission when ready. It is expected 90% of the cost of the project will be covered by the grant. The 10% match will be airport money.**

**VOTING: unanimous (5-0); motion carried.**

5.02 Contract: Hotspot Mitigation Project

**MOTION by Bill Keogh, SECOND by Tim George, to recommend approval and forward to City Council to accept the contracts relating to the airfield hotspot mitigation program described in the letter of 1/19/21 from Burlington Airport.**

##### **DISCUSSION:**

- **Nic Longo reviewed the three hotspots on the airfield and the proposed mitigation of each.**

**VOTING: unanimous (5-0); motion carried.**

5.03 Budget Neutral Amendment

**MOTION by Bill Keogh, SECOND by Tim George, to approve the budget neutral amendment as described in the letter of 1/13/21 from Marie Friedman and Gene Richards.**

**DISCUSSION:**

- Marie Friedman explained AIP grant money is in the budget each year. There is more construction being done this year so the budget amendment is necessary.

**VOTING: unanimous (5-0); motion carried.**

5.04 Sound Data per Bill Keogh, Amended

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend City Council approve the Sound Data list.**

**DISCUSSION:**

- Bill Keogh suggested adding the street address to the caller information on the Sound Data list. Gene Richards stated the City Attorney advised against doing this.
- Nic Longo noted the military has a hotline for complaints as well. The airport has a hotline and a complaint form. The noise monitoring program when operational will provide more detailed information on the noise generation and complaints. A visual representation of the addresses of the calls received can be provided.

**AMENDMENT by Bill Keogh, SECOND by Helen Riehle, to provide a map representation of complaints on a monthly basis along with the Sound Data list.**

**VOTING: unanimous (5-0); motion carried.**

## **6.0 COMMUNICATIONS and DISCUSSION**

### **6.01 Finance Package**

Marie Friedman highlighted:

- CARES Act money is expected to be coming to the airport.
- Debt coverage score is 1.54.
- Operating revenues are \$4.9 million lower than the prior year due to the pandemic impact on flights.
- The largest revenue changes (lower at this point in the fiscal year than the same time in the prior fiscal year) are in parking fees, rental car/concessions, CFCs, landing fees.
- Year-to-date expenses are about \$500,000 lower for the first four months of the fiscal year compared to the same period last year.
- The airport did some significant projects last year so the work did not need to be done in this fiscal year.
- Staff has controlled expenditures wherever possible.
- Reimbursements are being submitted for AIP projects.
- The airport has paid the FAA for Kirby Cottages.
- As of 12/31/20 the airport had \$12.7 million in the airport bank account and owed the city \$300,000 due to a timing issue for reimbursement (due to the holiday).
- Staff is working with the City on refinancing two years of upcoming debt.

Tim George asked why the November and December financial reports were not received sooner. Marie Friedman said staff has been working on the bond refinance. Also, the timing of when the information is received for the monthly reports impacts when the reports are ready.

#### 6.02 Construction Update

Larry Lacky gave a brief update on airport projects including:

- TIP – contractor selected for the design/build. Requesting grant acceptance by City Council.
- New security system – documents are being finalized before work will begin.
- In-line baggage system –TSA reviewing the scope and fee.
- Chamberlin School HVAC system – going out to bid.
- Noise monitory grant – finalizing contract with low bidder.

**MOTION by Helen Riehle, SECOND by Tim George, to accept the communications and place the information on file. VOTING: unanimous (5-0); motion carried.**

#### 7.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle reported the following:

- South Burlington City Council unanimously passed the airport MOU.
- Planning commission has not had time to focus on rezoning airport owned land.
- The state representative on the city council submitted the bill to study regionalization. The matter was not pushed by the full council, but at least two members are in support.
- South Burlington accepted the offer from VANG to serve on the committee to advise on PFOA contamination.

#### 8.0 DIRECTOR'S REPORT

Gene Richards reported:

- Director of Maintenance resigned. Shelby Losier and the maintenance team have stepped in to handle the additional workload.
- Thanks to all for the effort on the MOU.
- Beta Technologies is moving forward with electric aircraft at the airport.
- Headway is being made on deferred maintenance projects at the airport.
- PFOA is a concern and must be remedied.

#### 9.0 COMMISSIONER ITEMS

No report.

#### 10.0 ADJOURNMENT

**MOTION by Helen Riehle, SECOND by Tim George, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.**

The meeting adjourned at 5:15 PM.

*RScty by tape: MERiordan*