

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
January 15, 2020**

**DRAFT**

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

**MEMBERS ABSENT:** Jeff Schulman

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

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Accelerators, LLC  
Michael Myers, Winooski city councilor  
Lisa Cheung, Passero

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the meeting to order at 4:04 PM on January 15, 2020.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the agenda with the addition of discussion of the QTA Manager position as Item 5.04. VOTING: unanimous (4-0); motion carried.**

**3.0 PUBLIC FORUM**

- Michael Myer, Winooski City Council, thanked the Airport Commission for allowing the City of Winooski to sit in on the meetings.

**4.0 CONSENT AGENDA**

4.01 Minutes: December 18, 2019

4.02 Fare Comparison

4.03 Enplanements

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the consent agenda and take the action indicated.**

**DISCUSSION:**

- Bill Keogh mentioned his memo to the Airport Commission included in the meeting packet regarding amendment to the 12/18/19 minutes and requested the memo, dated 12/18/19, be placed on file.

**VOTING: unanimous (4-0); motion carried.**

**4.0 PUBLIC FORUM**

- James Leas spoke about the impact of noise from F-35 planes located at a civilian airport.

**5.0 ACTION REQUIRED****5.01 Budget Amendment Approval**

**MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council to approve a budget neutral amendment to the FY20 Burlington Airport Budget to increase revenues by \$128,650 and increase overall expenditures by \$128,650.**

**DISCUSSION:**

- Marie Friedman explained the mid-year budget adjustments. The parking garage revenues are increasing by \$128,000. Expense line items show where monies have been shifted to where needed. Gene Richards added the adjustments cover the cost of needed repairs and maintenance to infrastructure.
- Bill Keogh commended staff on the outstanding work done on the budget. Gene Richards said the airport team is diligent and disciplined with the budget.
- Helen Riehle suggested tracking costs that have reduced with the improvements to the airport, especially energy savings, and letting the public know. Gene Richards said the airport improvements are done to last longer and be more energy efficient.

**VOTING: unanimous (4-0); motion carried.**

**5.02 Capes and Powers Lease**

**MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council to approve the lease agreement for 1252 Airport Drive as outlined in the memo from Nic Longo and Andrew Laderoute to the Airport Commission, dated 1/15/20, and authorize the Mayor to execute the lease document subject to review and approval by the City Attorney.**

**DISCUSSION:**

- Andrew Laderoute reviewed the 1600 s.f. of space at 1252 Airport Drive, Suite 104, leased by Capes and Powers.

**VOTING: unanimous (4-0); motion carried.**

**5.03 3060 Williston Road Leases**

**MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council to approve the lease agreements for 3060 Williston Road as outlined in the memo from Nic Longo and Andrew Laderoute to the Airport Commission, dated 1/15/20, and authorize the Mayor to execute the lease documents subject to review and approval by the City Attorney.**

**DISCUSSION:**

- Andrew Laderoute reviewed the spaces leased to Gizmo Cup (Suite 3, 1,485 s.f.) and Pete's RV (Suite 6, 1,347 s.f.) at 3060 Williston Road.

**VOTING: unanimous (4-0); motion carried.**

5.04 Quick Turnaround Facility (QTA) Manager Position

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council to approve the QTA Manager position job description as outlined in the memo from Gene Richards, dated 1/1/20.**

**DISCUSSION:**

- **Shelby Losier reported the cost of the position is covered 50/50 by the airport and the car rental companies.**

**VOTING: unanimous (4-0); motion carried.**

**6.0 COMMUNICATIONS and DISCUSSION**

6.01 Master Plan Update

Larry Lackey and airport consultant, Lisa Cheung with Passero, gave a status report on the update of the Airport Master Plan one year into the process. The Technical Advisory Committee (TAC) and Regional Advisory Committee (RAC) continue to provide input to the plan update. A passenger survey was done. The results were positive overall.

Concerns included TSA (passengers feel TSA in two locations is disjointed) and not enough vendors pre- and post-security. A tenant survey was also done. The feedback was related to airport geometry (road access, better aircraft flow, and the relationship and economic benefit of Vermont Air National Guard). Goals of the Master Plan update include meeting FAA design standards, meeting changing fleet and passenger needs, having adequate ground access, compatibility of airport and community, and having a reasonable and financially sound development plan. The forecast is for fleet changes with increased passenger loads, increase in General Aviation, and decrease in Military. The Master Plan addresses facility needs (terminal building, aprons, airfield geometry, GA facilities, ground access). There were two special studies done that looked at energy efficiency issues and the economic impact of the airport (\$1.04 billion that includes asset value, jobs, economic output, total payroll, and state and local taxes). Next steps are upcoming meetings with the TAC and RAC to discuss alternatives to meet facilities needs, Phase 1 of the terminal expansion, Taxiway G project which improves aircraft flow, reclassifying Runway 1-19 for small aircraft, and the airport hotel.

6.02 Construction Update

Larry Lackey reported on projects at the airport including air carrier apron rehab (phases 6 and 6A), QTA facility, Taxiway G realignment (Phase 2), hotel (working out issues with the radar with the FAA), Valley West apron rehab clean up, garage maintenance (deferred to spring), terminal integration project design, maintenance garage addition (potentially new facility), security system (bid in March 2020), south apron and glycol treatment (bid in March 2020), aviation easements (on hold until FAA approves the Master Plan).

6.03 FY19 Audit

6.04 Financial Package

The audit report was provided in the meeting packets for the Airport Commission. Marie Friedman said the airport's financial performance is getting better every year. The airlines agreed the airport can use the surplus to reinvest in the airport.

Tim George asked about CFCs and rental car revenue. Marie Friedman explained the use of CFC revenue for projects and car rental volumes. There may be need to do additional shifting of revenues to cover expenses throughout the year.

## **7.0 SOUTH BURLINGTON SEAT UPDATE**

No report.

## **8.0 AVIATION DIRECTOR'S REPORT**

Gene Richards reported:

- There will be lots of displays and information posted on the 100<sup>th</sup> anniversary of the airport in 2020. (Erin Desautels mentioned the multitude of interesting people and stories about the airport with Emelia Erhardt, Ronald Reagan, JFK, Clinton each being at the airport at one point. There will be a documentary video and a book. Some events of note are the luncheon in May to honor women in aviation and the actual 100<sup>th</sup> year celebration in August.)
- There were a couple of incidents involving ice on the airfield being investigated by the FAA.
- Both the Director of Maintenance and Director of Operations positions are open (Jonathan Perout submitted his resignation).
- Thanks are extended to the airport team for the hard work in keeping the airport open despite the weather.
- A request will be made to add another multi-function machine to keep the runways clean.
- Beta Technology's work on electric aircraft is going well.
- QTA is expected to be open next month. A tour can be given to the Airport Commission.
- AAAE National Conference will be held at the airport in August 2020. The Airport Commission is invited to attend.

## **9.0 AIRPORT COMMISSIONER ITEMS**

Bill Keogh requested a work session be scheduled to discuss the potential addition of a representative from Winooski on the Airport Commission. Gene Richards urged inviting the Mayor of Winooski and Winooski City Manager to hear Winooski's position.

## **10.0 ADJOURNMENT**

*Next Meeting*

February 19, 2020

**MOTION by Bill Keogh, SECOND by Helen Riehle, to adjourn the meeting.**

**VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 5:45 PM.

*RScty: MERiordan*