

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
January 19, 2022**

DRAFT

[Note: Hybrid meeting held in-person and by teleconference]

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

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

OTHERS PRESENT: Chris Weinberg
Jim Richards
Tina Lindberg
Matt Collins
Isaac Bissell
Channel 17

1.0 CALL TO ORDER

Chair, Bill Keogh, called the hybrid meeting to order at 4:03 PM on 1/19/22.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Tim George, SECOND by Helen Riehle, to approve the agenda with the addition to “Follow Up Items” of analysis of the types of incidents with police at the airport and a map of the 50 houses in the Noise Program by community and the appeal process. VOTING: unanimous (3-0)[Jeff Munger and Jeff Schulman not present for vote]; motion carried.

3.0 PUBLIC FORUM

Christopher Weinberg expressed concern about the resolution on general aviation and the lack of transparency by the airport with regard to the Beta lease and license agreements and impact on other tenants at the airport. Mr. Weinberg stressed the general aviation stakeholders want to work collaboratively to develop a plan that accommodates the needs of all stakeholders at the airport without giving preferential treatment to one over another. The Airport Commission is urged to address the loss of trust that has developed between the general aviation community and the airport.

4.0 CONSENT AGENDA

4.01 Minutes: December 15, 2021 Meeting

4.02 Enplanements

MOTION by Tim George, SECOND by Helen Riehle, to approve the consent agenda as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

5.0 ACTION ITEMS

5.01 Maintenance Garage Yard Rehab

MOTION by Tim George, SECOND by Helen Riehle, to request the Board of Finance and City Council approve execution of the contract with ECI for the maintenance yard project as well as the related budget amendment.

DISCUSSION:

- Larry Lackey reported the 23,500 s.f. maintenance garage yard is not safe and needs to be replaced. The underground storage tank will be fixed.

VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

5.02 Maintenance Garage Roof Replacement

MOTION by Tim George, SECOND by Helen Riehle, to request the Board of Finance and City Council approve the execution of the contract with Vaillancourt Property Management for the maintenance garage roof replacement project as well as the related budget amendment.

DISCUSSION:

- Larry Lackey stated the roof on both maintenance buildings needs replacement.

VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

6.0 CONSTRUCTION UPDATE

6.01 Construction Project Report

There were no questions on the written project report provided by Larry Lackey.

6.02 Terminal Integration Project (TIP)

Larry Lackey reported there is great progress being made on the TIP. TSA's newest screening equipment will arrive in July.

7.0 FINANCIAL PACKAGE

7.01 Financial Report

Marie Friedman reported:

- The airport has not needed to draw down stimulus grant money to cover expenses. Revenues have been adequate.
- The airport received a \$7.6 million grant package from ARPA allowing a broad range of uses.
- No money was owed under the grant anticipation note or revenue anticipation note.
- Year-to-date revenues are \$9 million (\$4.5 million higher than a year ago).

- Parking revenues are at 72% pre-COVID.
 - Car rentals are at 106% pre-COVID.
 - CFCs are at 80% and PFCs are at 71% pre-COVID.
 - Landings fees are at 75% pre-COVID.
 - Adjustments will be made as the fiscal year proceeds.
 - Staff is investigating the refinancing of the 2012 bonds if money can be saved.
- The Airport Commission will be kept informed.

8.0 NOISE MONITORING SYSTEM DATA

Staff reviewed data pie charts showing 164 comments received and the origin/community of the comments. The majority of the comments came one commenter in Burlington and one commenter in Winooski. There was mention of doing more outreach to commenters. It was noted complaints to the military are not reflected in the data.

Staff will show unique commenters on the data pie chart going forward.

9.0 GENERAL AVIATION AND RECENT RESOLUTION

Nic Longo explained proposed development plans in the general aviation area of the airport and the licensing and lease agreements with Beta Technologies without preference for any single stakeholder or group of stakeholders. There is support for more space to be purposed for general aviation and to not lose existing space. The resolution on general aviation has been redrafted from the original with input from city council. Staff supports the current resolution.

Chris Weinberg, general aviation stakeholder, said the general aviation tenants were told they would not be impacted by the license agreement with Beta which is factually untrue. The airport is supposed to be a transparent public entity that shares plans and communicates openly and honestly with the public and members of the community. Bill Keogh stressed the airport supports general aviation. The airport owns the property and negotiates each lease with every tenant.

Staff will forward the comments from the general aviation stakeholders to city council.

10.0 DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- Dave Carman is the new Deputy Director of Aviation Operations. Deputy Director Carman briefly reviewed his experience in airport operations and management and as a flight instructor and charter pilot.
- The airport will receive \$4,069,424 in federal fiscal year 2022 from the federal infrastructure bill. Sustainable projects at the airport will be the focus of the funds. Staff will provide information on the allocation received from the infrastructure bill by other airports in the state.
- Interior pictures of the TIP were shown. Staff will provide renderings of the TIP to the Airport Commission.
- A plan under consideration is to renovate the north concourse and expand the area to allow more seating.

There was brief discussion of enforcement of mask wearing at the airport. Staff noted penalties can be assessed and TSA and the airlines will not allow passengers to board without a mask. The mask requirement is verbally communicated to the public and more signs can be posted. Staff continually monitors the situation.

11.0 GENERAL AFFAIRS

- Helen Riehle noted the City of South Burlington imposed a mask mandate on businesses effective 1/19/22.
- Airport Commissioners will be paid \$50 per meeting in attendance.

12.0 FOLLOW UP ITEMS

12.01 Public Right to Know Orientation (Bill Keogh) – retain this item on the agenda to be addressed when the workload on staff lightens up.

12.02 Taxi Report (Bill Keogh) – retain this item on the agenda until there is support from City Council for taxi rules.

12.03 Analysis of Types of Incidents with Police (Tim George) – staff is working with the Burlington Police Dept. to compile a year's worth of data hopefully by the next Airport Commission meeting.

12.04 Map of 50 Homes in Noise Program by Community and Appeal Process (Tim George) – the map is not yet available and there are some appeal processes associated with the Implementation Plan.

12.05 General Aviation (Tim George) – staff will relay feedback and public comments on the general aviation resolution to city council.

12.06 Allocations from Federal Infrastructure Bill (Bill Keogh) – staff will find out the allocations to state airports in Vermont from the infrastructure bill.

12.07 TIP Renderings (Jeff Schulman) – staff will provide site plan renderings of the terminal integration project.

12.08 Noise Complaints (Tim George) – staff will include noise complaints by unique visitors/commenters in the pie chart of comments received.

13.0 ADJOURNMENT

MOTION by Tim George, SECOND by Helen Riehle, to adjourn the meeting.

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

The meeting was adjourned at 5:51 PM.

Next meeting: February 16, 2022