

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
October 20, 2021**

DRAFT

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

MEMBERS PRESENT: Bill Keogh
Tim George
Jeff Schulman [arrived 4:36 PM]
Jeff Munger

MEMBERS ABSENT: Helen Riehle

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

OTHERS PRESENT: Col. David Shevchik, VTANG
Channel 17

1.0 CALL TO ORDER

Chair, Bill Keogh, called the hybrid meeting to order at 4:08 PM on 10/20/21.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Tim George, SECOND by Jeff Munger, to approve the agenda with the addition of an update on the airport police division as Item 10.3 and a brief explanation of the process to acquire new airline service at BTV as Item 10.3.
VOTING: unanimous (3-0)]Jeff Schulman not present for the vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 PRESENTATION

4.01 VTANG – Col. Shevchik

VTANG Col. Shevchik spoke about the respectful relationship and partnership between VTANG and BTV. The following was noted:

- VTANG will be celebrating its 75th anniversary at Burlington Airport in June 2022.
- VTANG is the sole mutual aid fire response at the airport and within a 15-mile perimeter and responds to approximately 75 events a month according to the record. The cost of providing the fire service is about \$3 million. VTANG also does explosive ordinance disposal.

- VTANG flies 15 days per month. Training and flying schedule will continue as currently occurring. Action is taken to mitigate impacts while still protecting the mission.
- There are now 20 F-35 airplanes on site. Training is on schedule. The planes and crew will be accessible for a federal mission as assigned.
- VTANG is undertaking a noise study separate from the noise study for the Noise Exposure Map by BTV.
- VTANG supports 400 full time jobs and local contracts with a budget of \$60 million.
- VTANG provided support during the pandemic response.

Bill Keogh asked if VTANG has learned the location of most of the noise complaints. Col. Shevchik said VTANG does callbacks to the people submitting a complaint, but due to the geography of the runways and topography of the land the takeoff and landing of the planes will not change so the noise will not change from what is existing. With the analytic studies and the data, VTANG can take proactive measures to mitigate impacts.

Bill Keogh asked for a list of the zip codes of VTANG members in Chittenden County. Col. Shevchik will provide this.

Nic Longo stated the partnership with VTANG is critical to the operation of the airport. No air carrier can operate out of Burlington Airport without a fire department at the airport plus members of the Air Guard are also members of the surrounding communities.

5.0 CONSTRUCTION UPDATE

5.01 Construction Update

5.02 Terminal Integration Project (TIP)

5.03 NOAA/NWS Terminal

5.04 Hot Spot Remediation

In addition to the update on the status of projects at the airport provided in the meeting packets, Larry Lackey noted the TIP is under construction and making good progress, there is agreement on the amended contract for the NOAA/NWS terminal work, and “hot spot” remediation work is complete.

There was discussion of the bidding process. Staff explained the airport is required to award bids to the lowest qualified bidder per FAA rules.

6.0 ACTION ITEMS

6.01 FAA Grant for Taxiway K and Runway 1 PAPI

MOTION by Tim George, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to approve the resolution to accept the FAA grant for Taxiway K and Runway 1 PAPI and execute the contracts for construction and inspection services for these projects with SD Ireland and CHA Consulting, Inc. respectively. VOTING: unanimous (4-0); motion carried.

7.0 CONSENT AGENDA

7.01 Minutes: September 15, 2021 Meeting

7.02 Enplanements

MOTION by Tim George, SECOND by Jeff Munger, to approve the consent agenda as presented. VOTING: unanimous (4-0); motion carried.

8.0 FINANCE PACKAGE

Marie Friedman reported there is remaining covid relief funding received by the airport which will be used to support the local share for grants. The airport had enough operating revenue in July and August so drawdown of stimulus money was not necessary to cover expenses. The airport applied for \$7.6 million in an American Rescue Act grant, and is anticipating a grant from the FAA. Year-to-date revenues are \$3.384 million through August (two months into the current fiscal year). Operating revenues are \$1.6 million higher than the prior year. Revenues are about 78% of what they were pre-covid. Revenues are up from the parking garage, concessions, CFCs, landing fees, PFCs. Expenses are \$2.2 million which is \$110,000 higher than the prior year and \$183,000 higher than 2019 mainly from repair and maintenance to runways for safety and FAA requirements. Cash update as of September 30th is \$5.4 million in the regular checking account. AIP Receivables (amount owed to airport from the FAA) is \$1.6 million. The auditors did their fieldwork for the upcoming audit.

The Finance Report was accepted and placed on file.

9.0 NOISE MONITORING SYSTEM

Nic Longo reported two of the three noise monitoring devices are installed and operational. The third and final monitor will be installed in the next month. The report from the system will show decibel levels and comments/complaints received. How to distribute information associated with a single event decibel reading to a DNL (day/night average level) is an issue trying to be resolved across the industry. Additional information is posted on btvsound.com.

10.0 DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- TIP is very visible and going well. A ceremony was held with the start of construction.
- Sun Country Airlines is coming to Burlington Airport next year. Direct flights to Minneapolis will be offered.
- Airline negotiation of contracts has begun.
- Concession relief grants are being issued to help concession operators in the terminal.
- Negotiation of a five year concession contract with the car rental companies at the airport is wrapping up.

10.2 Airport Police Division

Nic Longo reported a minimum of eight officers are needed at the airport so there are two officers present when TSA is operational. The contract with Burlington Police for service at the airport is \$1.2 million.

10.3 Process to Acquire a New Airline Service at BTV

Nic Longo reported every airline currently at the airport has been retained. To acquire new service staff goes to the airline headquarters and presents data on where people are traveling out of BTV and the attraction of Burlington and Burlington Airport. Staff is always working to increase the number of connecting flights.

11.0 FOLLOW UP ITEMS

11.01 VTANG Public Relations Officer – report given; remove from follow up list

11.02 Rental Car Negotiations – report given; remove from follow up list

11.03 Public Right to Know Orientation – retain on follow up list

11.04 Contract Inclusion – retain on follow up list

11.05 Airport Taxi Rules – Bill Keogh will work on this item; retain on follow up list

Data on revenue trends was added to the follow up list.

12.0 ADJOURNMENT

MOTION by Tim George, SECOND by Jeff Schulman, to adjourn the meeting.

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

The meeting was adjourned at 5:55 PM.

Next meeting: November 17, 2021

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