

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
October 21, 2020**

APPROVED - 12/2/20

[Note: Meeting held by teleconference.]

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

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**1.0 CALL TO ORDER**

Airport Commission Chair, Jeff Munger, called the meeting to order at 4:08 PM on October 21, 2020.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the agenda with the addition of the email from Tim George on amendments to the 9/16/20 minutes. VOTING: unanimous (4-0); motion carried.**

**MOTION by Bill Keogh, SECOND by Helen Riehle, to reconsider the motion to approve the agenda as amended and address the email from Tim George under Item 4.01 (Minutes). VOTING: unanimous (4-0); motion carried.**

**3.0 PUBLIC FORUM**

There were no comments from the public.

**4.0 CONSENT AGENDA**

4.01 Minutes: September 16, 2020

4.02 Enplanements

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the consent agenda with the amendments to the 9/16/20 minutes as proposed in the email from Tim George, dated 10/2/20. The changes include revising the question by Tim George on the CARES Act funds to read: "Tim George asked if our bank allows money from**

the CARES Act to be part of the calculation of our debt coverage score in determining if we have violated our loan covenant. Marie Friedman and Gene Richards believed this is the case.”, and under “Director’s Report” revise the request by Tim George for announcements to read: “Tim George requested that commissioners be added to the distribution list for future airport press releases. Shelby Losier will doublecheck to see if the process is working. Gene Richards also asked Hannah Lumbra to send news items that she is aware of to the Airport Commissioners as well.”

**DISCUSSION:**

- Staff explained the enplanement numbers for the airport, noting the numbers are better than before and there is confidence the numbers will continue to go higher over time though it is expected the numbers could decline slightly with people curtailing travel as COVID cases increase and more areas become “red zones”. The airport administration has maintained relationships with the airlines. Travelers can get to their destinations from Burlington. Staff will continue to watch the enplanement numbers carefully because funding from the FAA could be impacted going forward.
- There is now a COVID rapid testing facility at the airport which has been very beneficial.

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

## **5.0 COMMUNICATIONS and DISCUSSION**

### **5.01 Finance Package**

Marie Friedman highlighted the following:

- CARES Act funding reimbursement for September will be submitted to the FAA.
- AIP reimbursement will be submitted to the FAA.
- Debt coverage score is 1.48.
- Revenues for August were \$1.555 million before the \$1 million from the CARES Act. Total revenues for August are \$2.3 million lower than a year ago due to lower parking garage revenues (\$841,000), reduced rental car concessions (\$600,000), lower CFC’s (\$300,000) and lower landing fees.
- Expenses are \$1.9 million and trending lower than the prior year. Staff is looking at spending only what is necessary or for safety items. Staff is closely managing expenses.
- AIP grant receivables show \$1 million owed to the airport. The airport will owe the FAA \$2.1 million and has sold the ‘Kirby Cottages’ property.
- As of 9/30/20 there was \$50 million in the main airport account due to draw down of revenue anticipation money.

Helen Riehle asked about the cost of the draw down funds. Marie Friedman said the total amount was drawn down at 1.85% in order to have money available without being a financial draw on the city and to safeguard the assets of the airport. Helen Riehle asked if CARES money is available to pay back the cost of borrowing. Marie Friedman said the CARES funds are used to cover operational expenses and can be used on interest, but not repaying the balance on borrowing.

Jeff Schulman asked if there is a time limit on the CARES funding. Marie Friedman said the money must be used within four years. The airport plans to use the money within the calendar year. Jeff Schulman asked about expense reductions. Marie Friedman said staff has slashed every expense that was feasible to be reduced, such as travel & training, marketing, and some projects. Staff looked at what the airport can do without and where money can be saved. Jeff Schulman asked if there were reductions in personnel. Shelby Losier said no one lost hours, but there is not much overtime opportunity. Some positions have not been filled. Staff has been taking on extra duties.

Jeff Munger asked if the deferred maintenance in the garage will cost more later. Gene Richards said lots of maintenance work has been done in the garage already (crack sealing, cleaning the salt and chemicals from the floor), and some areas have been closed off.

**MOTION by Bill Keogh, SECOND by Helen Riehle, to accept the financial report and place the information on file. VOTING: unanimous (4-0); motion carried.**

#### 5.02 Construction Update

Larry Lacky reported:

- Phase 6 of the apron rehab is near completion for the winter. JetBlue will return to their space and the taxiway will open. A grant for \$2.5 million was received for a portion of Phase 7 which will start in the spring.
- QTA is complete. Work continues through a punch list of items.
- Taxiway Golf, Phase 2, will be complete in the next two weeks, weather permitting.
- Public hearings on the update of the Airport Master Plan have been held. The airport layout plan and CIP short- and long-term initiatives are being finalized. The full Master Plan set including maps will be produced.
- The hotel received a decision from South Burlington DRB and will move forward based on need and when the contractor can do the project.
- The final bill for the Valley West apron is being processed.
- Parking garage repairs are being deferred until next year.
- Staff is reviewing technical proposal for the terminal integration project and then will open the price proposals.
- A preconstruction meeting is scheduled with the contractor, FAA, and operations for the new security system.
- Phase 7 of the south apron glycol treatment will start in the spring.
- Construction hopefully will start next summer on the Chamberlin School HVAC system.
- Staff is working on an RFP for supply and installation of the noise monitoring equipment.
- Stormwater and UIC management proposals are being reviewed by staff.
- A contractor is being procured for the improvements to the NOAA space at the airport per the long-term lease.

**MOTION by Bill Keogh, SECOND by Helen Riehle, to accept the construction update report and place the information on file. VOTING: unanimous (4-0); motion carried.**

## **6.0 SOUTH BURLINGTON SEAT UPDATE**

Helen Riehle reported the South Burlington City Council was asked to comment on the Noise Compatibility Plan, noting her suggestions were to work collaboratively with VT Gas Systems and Efficiency Vermont, and to identify homes dealing with noise the longest and the oldest housing stock as the first houses to receive relief. Nic Longo explained in the pilot project houses within the contour areas will be identified first so eligibility can be confirmed. Going forward a ratio will be used based on the number of houses in the community. The closest contour line will be looked at first and testing done to determine eligibility. Not all houses will be eligible. An updated Noise Compatibility Program Record of Approval has been received which identifies additional funding opportunities.

## **7.0 DIRECTOR'S REPORT**

Gene Richards reported:

- The rapid testing facility at the airport has been very successful.
- The FAA inspection was held after both the FAA inspectors and airport staff were tested. COVID protocols are in place and being followed.
- Taxiway G parallel taxiway is a big development for the airport and will increase efficiency. A press conference on the project will be held.
- The 34-acre area formerly known as “the pit” has been reclaimed for use by the airport.
- Burlington police at the airport are moving their office downstairs and NOAA is moving upstairs.
- NOAA weather contract is settled. NOAA will be located at the airport.
- Beta building is outstanding. The airport is very fortunate to have the company on the grounds. The company builds electric airplanes.
- Apron work around the terminal is nearly complete.
- Winter training of the operations team was conducted.
- VDS press conference is next week.
- Staff is seeking additional funding to the \$10 million already received for the terminal integration project to finish the project.
- Ethan Allen hose cart is on display in the airport mezzanine.
- LED lighting is on the runway to enhance safety.

## **8.0 COMMISSIONER ITEMS**

Bill Keogh suggested the following:

- Hold a public right-to-know work session.
- Forward the link to the recent Master Plan meetings to the Airport Commission.
- Inform the Airport Commission of news releases before the general public.
- Provide a monthly report on who is complaining about noise at the airport and where they live.

**9.0 NEXT MEETING/ADJOURNMENT**

*Next Meeting*

November 18, 2020

*Adjournment*

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to adjourn the meeting.**

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

The meeting adjourned at 5:25 PM.

*RScty by tape: MERiordan*