

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
October 4, 2023**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Greg Shepler
Bryn Oakleaf
Helen Riehle

MEMBERS ABSENT: Chip Mason
Robin Guillan

BTV STAFF PRESENT: Nic Longo, Director of Aviation
Marie Friedman, Director of Finance
Larry Lackey, Director of Engineering & Environmental Compliance
Dave Carman, Director of Aviation Operations
Stacy Leveille, Airport Operations Manager
Jeff Bartley, Director of Innovation & Marketing
Hannah Dusablon, Executive Assistant

OTHERS PRESENT: Paul Hines, Vehicle for Hire Licensing Board
Channel 17

1.0 CALL TO ORDER

Aviation Commission Chair, Tim George, called the meeting to order at 4 PM and acknowledged those attending remotely.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Greg Shepler, to accept the agenda as presented. VOTING: unanimous (4-0)[Bryn Oakleaf not present for vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Enplanements

4.02 Minutes: September 6, 2023

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve the consent agenda as presented.

DISCUSSION:

- **Staff reported on the continued strong enplanement numbers. There was discussion of the drop in military flight numbers and the recent**

F-35 crash in the southern part of the country. Staff explained the drop in numbers is likely due to training missions elsewhere and there are different versions of F-35 aircraft. BTV received no information on the recent crash.

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

5.0 ACTION ITEMS

5.01 Resource Recovery Services Contract

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve and recommend to City Council to authorize the Director of Aviation to execute a five-year contract with Casella Waste Systems, Inc. for resource recovery services which include receptable and container supply, training, waste, recycling and composting removal services subject to review and approval by the City Attorney.

DISCUSSION:

- **Staff explained that every five years the airport seeks a contract on waste and recycling service.**

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

5.02 Taxi Queue Permit Increase

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve and recommend the increase of total number of available airport taxicab queue permits from 60 permits to 90 permits annually.

DISCUSSION:

- **Staff explained the Airport Commission has the authority to increase the number of queue permits at the airport. The increase is critical to allowing increased access to the airport and use of the facility.**
- **Paul Hines, Chair of the Vehicle for Hire Licensing Board, spoke in support of increasing the number of permits, improving taxi service for travelers, having a system where the customer knows the rate before the ride, providing driver's education to taxi drivers, and installing better signage at the airport for taxi rules and service.**
- **Lyft and Uber services are typically not available late night.**
- **There was discussion of informing City Council of taxi issues beyond the need to increase the number of permits such as drivers not following taxi rules.**
- **There was discussion of measuring the increase in service with the increase in permits. With a digital system data can be collected on how often the permit holder comes to the airport.**
- **There was mention of offering incentives for taxi service during certain hours of the day such as late night.**

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

5.03 Project NEXT Design Contract Amendment

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve and recommend to City Council to authorize the Director of Aviation to execute an amended contract with Jacobs Engineering Group, Inc., for an amount up to \$4,525,288 with

a 15% contingency totaling up to \$5,204,081 as allowed under a potential FAA grant for the final design, permitting, CMAR coordination and construction oversight of the North Concourse Replacement Project (Project NEXT) subject to review and approval by the City Attorney's Office.

DISCUSSION:

- Staff explained the project design bid needs to be done before applying for the FAA grant.
- There was mention of a recent court case involving PayPal that could have ramifications on FAA project grants.
- There was discussion of the local share of the \$34 appropriation received by the airport. Staff stated any eligible portion is covered by the passenger facility charge (PFC).

CALL THE QUESTION by Greg Shepler. Discussion ceased.

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

6.0 CONSTRUCTION UPDATE

In addition to the construction update report, Larry Lackey noted:

- Work is wrapping up on the Taxiway Alpha overlay.
- North concourse renovation is finishing up. Passenger seating has been increased.
- Paving at Beta delayed.
- Sound insulation work is starting.

There was discussion of taxi signage at the airport. The Director of Innovation and Marketing will handle the matter. There was mention that the signage at the entrance to the airport needs to be more visible to drivers.

7.0 FINANCE REPORT

In addition to the written financial update provided to the Airport Commission, staff highlighted the balance on the grant anticipation note for AIP143 has been paid, year-to-date revenues through August 2023 are \$4.8 million (slightly higher than the previous year), and parking garage revenue is consistently strong. Expenses for the year are higher due to projects, contracts, salaries and associated costs. Cash balance is \$6.6 million. The airport does not owe the City. PFCs are at 90%.

8.0 COMMUNITY CONNECTION

8.01 Noise Data

Staff reported 21 additional comments since last month have been received with most coming from North Burlington. It was observed that many of the complaints are from locations outside of the noise contours noted on the map. There was discussion of military aircraft noise complaints received by VTANG (the airport does not receive this information), noise monitoring stations (data received by the airport), and update of the Noise Exposure Map.

8.02 Residential Sound Insulation Program

Staff reported that work has begun on the houses in the program.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- Work has begun on sound insulation improvements to 15 houses to be completed this year then starting work on 52 houses in the spring.
- The community meeting at Chamberlin School collected comments on the multi-use path, landscaping, and update of the Noise Exposure Map.
- Beta Technologies held an opening ceremony for their main manufacturing site.
- More terminal seating and signage are being installed.
- The airport was listed as one of the top 25 fastest growing entities in the State of Vermont and is in the running for being recognized as the best small airport in the country.
- New airport logo celebration is being planned.
- October 12, 2023 is the meeting of the Technical Advisory Committee on the Noise Exposure Map update.
- The airport will be represented at the Lake Champlain Chamber of Commerce Travel & Tourism Summit in November. The presentation is titled "Destination BTV".
- Stacy Leveille is the new Airport Operations Manager bringing many years of operational knowledge with her.

10.0 COMMISSIONER ITEMS

Bryn Oakleaf announced the Winooski Bridge will be closed for a period of time as the construction project proceeds.

There was mention of parking garage security. Staff noted additional security elements have been added to the parking garage to help deter criminal activity.

11.0 FOLLOW UP ITEMS

10.01 Queue Permits for Taxi Drivers (Nic Longo) –Report heard. Action taken. Remove from agenda.

No new follow up items added.

12.0 ADJOURNMENT

MOTION by Greg Shepler, SECOND by Helen Riehle, to adjourn the meeting.

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

The meeting was adjourned at 5: 54 PM.

Next meeting: November 1, 2023 at 4 PM.