

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
November 16, 2022**

**DRAFT**

**[Hybrid meeting]**

**MEMBERS PRESENT:** Tim George  
Greg Shepler  
Robin Guillian  
Helen Riehle  
Eric Vorwald  
**MEMBERS ABSENT:** 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 (via Zoom)  
**OTHERS PRESENT:** Pietro J. Lynn, Esq.

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**1.0 CALL TO ORDER**

Tim George, Chair, called the meeting to order at 4:05 PM on 11/16/22.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Greg Shepler, SECOND by Helen Riehle, to approve the agenda.**

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

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: October 19, 2022

4.02 Enplanements

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

**DISCUSSION:**

- Staff noted enplanements are close to pre-covid numbers.

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

**5.0 ORIENTATION: Public Right to Know**

Pietro J. Lynn with the law firm of Lynn, Lunn, Blackman + Manitsky reviewed the Open Meeting Law including what the law is and when it applies, acting in a quasi-judicial capacity, transparency and the public's right to attend and speak at meetings, regular meetings, special meetings, emergency meetings, publishing agendas, conflict of

interest and appearance of conflict of interest, quorums, and public records (board emails, texts, notes).

## **6.0 UPDATE: Sustainability Implementation Plan (SIP)**

The consultant from VHB gave an update on the scope and status of work on the SIP, noting the current focus is greenhouse gases. Goals, strategies and targets will be developed and the greenhouse gas emissions inventory will be updated. The growth of the airport will be considered in the reporting. Synergizing efforts with the City of South Burlington on ground transportation carbon neutrality as well as working with the airlines to cut emissions (many are using sustainable aviation fuel now) will be pursued.

Nic Longo pointed out the airport is doing much locally with buildings and energy use today. The public needs to be made aware of all that is being done.

## **7.0 ACTION ITEMS**

7.01 Utility Easement with Green Mountain Power – Williston/Valley Road

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to approve the utility easement with Green Mountain Power on Williston/Valley Road.**

### **DISCUSSION:**

- Staff explained this is one of three easements. This easement is specific to Burlington Airport and will allow the power company to supply additional electrical needs underground to DaVinci Drive where the Beta facility is located.

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

7.02 Purchase of Liquid De-Icer Unit

**MOTION by Greg Shepler, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the purchase of a liquid de-icer unit from Fortbrand for runway usage.**

### **DISCUSSION:**

- Staff explained the liquid de-icer activates the salt. The tow-behind unit will allow the operator to monitor the application rate. A storage system has been built on-site to allow for the purchase of larger quantities of de-icing material to save money.
- Greg Shepler urged publishing the advantages of the unit for public knowledge. Helen Riehle added an environmental impact or climate change statement should be included.

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

## **8.0 CONSTRUCTION UPDATE**

8.01 Construction Project Report

A written project update was included in the meeting packet. Staff reported:

- Projects that are finished are being closed out so the airport can receive payment from the FAA.
- The annual planning and CIP meeting was held with the FAA.

- A large cargo carrier wants to come to Burlington Airport so more cargo space will be needed. Staff will apply for a design only FAA grant.
- Staff has submitted other grant applications for projects (south apron, Alpha and part of Charlie, south concourse design, north terminal renovation)
- Runway 1533 needs rehab. The FAA is programming discretionary money in 2024 for this.
- Some entitlement money not spent this year will roll over into next year to help secure what is needed for the overlay of R-1533.
- A grant application will be submitted to update the pavement management plan.
- The FAA will support a design only grant for the SRE storage and maintenance building.
- A contract has been signed for the preliminary design of the north concourse.
- Improvement to lighting in the parking garage is underway.
- There are 16 homes in the noise mitigation program with an assigned contract and 54 homes in design.

Nic Longo noted staff is working on over \$150 million in capital projects at the airport.

## **9.0 FINANCIAL PACKAGE**

Marie Friedman reported on revenues and expenses, cash on hand, annual renewal of the grant anticipation note, interest rate on the grant anticipation note (increasing, but covered by CFCs), and reimbursements from the FAA. Staff is always planning ahead to adequately and smoothly cover anticipated expenses.

Shelby Losier reported Tesla chargers are being installed for electric vehicles.

## **10.0 NOISE MONITORING SYSTEM DATA**

### **10.01 Noise Data**

Staff reviewed and explained the data on the comments received, noting 8% of the 498 comments received since June 2021 have come from one individual and 70% have come from three individuals.

### **10.02 Map of Houses in Noise Program**

The updated map shows 121 houses in the noise insulation program.

## **11.0 COMMISSIONER ITEMS**

Positive comment was made on the new TSA checkpoint.

## **12.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- Steve Stacey Lavelle received accreditation from the American Association of Airport Executives.
- Snow season has begun and the team is ready.
- Terminal Integration Project will be complete in a week.
- Next projects include the north concourse renovation.

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- BTV is the busiest airport in New England for landings and take-offs outside of Boston.

**13.0 FOLLOW UP ITEMS**

13.01 Airport Commission Rules and Procedures (Tim George) – work in progress.  
Retain on agenda.

**14.0 ADJOURNMENT**

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

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

The meeting was adjourned at 6:32 PM.

Next meeting: December 7, 2022 at 4 PM.

*RScty by tape: MERiordan*