

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
November 17, 2021**

DRAFT

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

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

BTV STAFF PRESENT: Nic Longo, Director of Aviation
Marie Friedman, Director of Finance
Shelby Losier, Director of Ground Operations
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: Chris Nelson, Acting Federal Security Director (TSA)
Danielle Zieff, Executive Assistant (TSA)
Channel 17

1.0 CALL TO ORDER

Chair, Bill Keogh, called the hybrid meeting to order at 4:05 PM on 11/17/21.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Tim George, SECOND by Helen Riehle, to approve the agenda with modification to the follow up items by removing VTANG Public Relations officer, rental car negotiations, and contract inclusion. VOTING: unanimous (3-0)]Jeff Schulman and Jeff Munger not present for the vote]; motion carried.

3.0 PUBLIC FORUM

Jim Duncan, Winooski, asked about getting information on how loud air traffic is now and average peak volume after a month of F-35 take offs. Mr. Duncan also asked if there is a way to make it easier for communities to use the information to get answers to questions.

4.0 PRESENTATION

4.01 TSA – Chris Nelson, Acting Federal Security Director (TSA) for the region
Mr. Nelson read a statement explaining TSA screening volumes and staffing shortages, and the work done with airports and air carriers to provide proper staffing to ensure a high level of security and passenger service. Arriving two hours before departure is recommended for travelers. There is an excellent working relationship between TSA and the airport community, state, and federal partners in Vermont. The number of passengers traveling through Vermont is increasing and the checkpoint capacity can be exceeded. TSA is working with the airport to address current physical constraints. The terminal expansion project is slated to be done toward the end of 2022. This will increase

efficiency. Travelers can help minimize check through time at TSA by packing more items in their checked bags and having pre-check screening. More information can be found on the TSA website.

5.0 ACTION ITEMS

5.01 Junior League of Champlain Valley Lease

MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the lease agreement with the Junior League of Champlain Valley.

DISCUSSION:

- Staff explained the agreement is a new lease with a current tenant which is a non-profit organization that collects and distributes diapers to those in need in the local Chittenden County community.

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

5.02 VHB Contract: Airport Long Term Sustainability Implementation Plan

MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the contract agreement with VHB for the airport's long term sustainability implementation plan.

DISCUSSION:

- Staff explained the contract for the sustainability implementation plan is to address the critical nature of the industry's carbon footprint and goals for net zero in the years ahead. The undertaking is huge. Airport tenants and neighboring communities will be involved in the conversation.
- Tim George asked if any energy projects are not happening a result of spending \$250,000 on this contract. Marie Friedman explained the \$250,000 was to get a plan in place in order to budget for projects effectively.

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

5.03 Hoyle, Tanner and Associates Contract: South Apron Taxiway Golf Extension

MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the contract agreement with Hoyle, Tanner and Associates for the south apron Taxiway Golf extension project.

DISCUSSION:

- Staff explained the taxiway will extend southbound and be broadened.
- There was explanation of the design grant process.

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

5.04 McFarland and Johnson Contract: Taxiway A Mill and Overlay

MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the contract agreement with McFarland and Johnson for mill and overlay of Taxiway A.

DISCUSSION:

- Staff explained the work entails an overlay of new asphalt on an existing taxiway plus a slight expansion on the shoulders to accommodate lighting.

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

5.05 Jacobs Engineering Contract: New Gate 12 Jet Bridge

MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of finance and City Council to approve the contract agreement with Jacobs Engineering for a new jet bridge at Gate 12.

DISCUSSION:

- Staff briefly described the new jet bridge at Gate 12.

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

5.06 Jones Payne Group Contract: Noise Mitigation – House Insulation Project

MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the contract agreement with Jones Payne Group for the ongoing noise mitigation house insulation project.

DISCUSSION:

- Nic Longo reported the contract is for another 10 houses to add to the 10 in the pilot program. The houses are in South Burlington and Winooski. VT Gas Systems will be contributing to the local share for the program because they are seeing efficiencies with the program.

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

6.0 CONSENT AGENDA

6.01 Minutes: October 20, 2021 Meeting

6.02 Enplanements

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

7.0 CONSTRUCTION UPDATE

In the absence of Larry Lackey, Nic Longo reported on airport projects including the air carrier apron work (wrapping up), Taxiway Golf (complete), Master Plan including Airport Layout Plan (awaiting FAA approval), parking garage maintenance and upgrades including lighting (ongoing), terminal integration project (underway), new security system (complete), inline baggage system (in design phase), Chamberlin School HVAC improvements (complete), “hot spot” remediation (complete), National Weather Service renovations (in final stages of design), and noise monitoring equipment (two stations installed and operational, third to be installed and operational by end of November).

8.0 FINANCIAL PACKAGE

Marie Friedman reported the following:

- BTV received a \$7 million ARPA (American Rescue Plan Act) to back expenditures plus \$560,000 for concession relief. This is the third stimulus money the airport has received. There is money remaining in the first two stimulus packages (CARES Act and CRSSA).

- The airport did not have to draw down stimulus money to cover expenditures in the first three months of the fiscal year.
- Grant anticipation note (GAN) and revenue anticipation note (RAN) will be signed. The airport did not need to draw down on either note.
- Year-to-date revenues through September are \$5.1 million (79% of revenues two years ago).
- Year-to-date expenses are about \$3.1 million which is almost identical to last year's amount for the first three months of the fiscal year. The airport budgeted for preventative repairs and maintenance.
- Cash as of the end of October was \$2.1 million. Cash is lower than last month due to payment of invoices related to construction projects at the airport.
- Audit is underway and should be available by December.
- AIP Receivables are \$5.5 million which is higher than the prior month of \$1.6 million.

The Finance Report was accepted and placed on file.

9.0 NOISE FEEDBACK PUBLIC PORTAL

Nic Longo reviewed the data collected via the two noise monitors in place and the comment page that can be submitted. Military aircraft are not reflected in the data. Also, the monitors will pick up the noise from passing sirens from fire trucks and rescue vehicles.

10.0 DIRECTOR OF AVIATION JOB DESCRIPTION

MOTION by Tim George, SECOND by Helen Riehle, to accept the job description for the Director of Aviation position.

DISCUSSION:

- It was noted that suggested edits that were submitted were not received or considered.

MOTION by Tim George, SECOND by Helen Riehle, to postpone discussion of potential edits and acceptance of the job description to the December meeting.

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

11.0 DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- The airport is preparing for winter operations. Kudos to staff for all their work on the airfield.
- The new airfield map shows many of the completed projects at the airport.
- The airport works collaboratively with the Air Guard with the Air Guard supplying fire service and the airport clearing the runways of snow. There is information on the airport website about conditions at the airport and whether operations are shut down.
- The airport sustainability brochure outlines the airport's goals and progress toward those goals.
- The airport master plan contains the airport layout map so the update is complete.

- The enplanement charts show historical and projected numbers. United Airlines has the largest market share of service.
- The new service to Minneapolis/St. Paul provides many possible connections to other locations.

12.0 FOLLOW UP ITEMS

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

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

Future Improvements of the airport was added to the follow up list.

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 5:59 PM.

Next meeting: November 17, 2021

RScty by tape: MERiordan