

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
December 2, 2020**

DRAFT

[Note: Meeting held by teleconference.]

MEMBERS PRESENT: Jeff Munger
Bill Keogh
Jeff Schulman
Tim George

MEMBERS ABSENT: Helen Riehle

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
Eileen Blackwood, Burlington City Attorney
Kristine Lott, Mayor of Winooski

1.0 CALL TO ORDER

Airport Commission Chair, Jeff Munger, called the teleconference meeting to order at 4:07 PM on December 2, 2020.

2.0 AGENDA

2.01 Approve/Adopt Agenda

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

3.0 PUBLIC FORUM

There were no comments from the public.

4.0 CONSENT AGENDA

4.01 Minutes: October 21, 2020

4.02 Enplanements

MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the consent agenda and place the information on file. VOTING: unanimous (4-0); motion carried.

5.0 ACTION ITEMS

5.01 Proposed City of Burlington Charter Change: Add City of Winooski Seat to Airport Commission

MOTION by Jeff Schulman, SECOND by Tim George, to approve the charter change to add a seat for the City of Winooski on the Airport Commission.

DISCUSSION:

- **City Attorney, Eileen Blackwood, gave the history of adding a Winooski representative to the Airport Commission and the language of the proposed charter change. Adding a representative from Winooski is distinguished from the issue of regionalization of the airport.**
- **Winooski Mayor Lott stated Winooski would like a seat on the Airport Commission in order to have a voice in airport matters that impact Winooski residents.**
- **Bill Keogh read a statement against adding a seat for Winooski on the Airport Commission citing concern about moving toward change in governance of the airport. Mr. Keogh noted Winooski has been involved in noise mitigation meetings and attends Airport Commission meetings so the city has been involved as much as a community can be involved.**
- **Jeff Schulman spoke in support of the charter change, opining that adding a seat for Winooski is not a threat to Burlington's control of the airport.**
- **Tim George asked why Winooski merits a seat on the Airport Commission and not other communities. City Attorney Blackwood said Winooski has more direct impact from the airport and other communities did not express interest in a seat at the time. There has not been broad discussion or any discussion about other communities joining the Airport Commission. The Airport Commission is advisory and more of a symbolic body. Adding a Winooski seat would be a symbolic gesture. Policies and overall operation of the airport are not going to change by adding a seat for Winooski.**
- **Jeff Munger said he would like to see the pros and cons of adding a seat for Winooski before making a decision.**
- **City Councilor, Karen Paul, spoke in support of Winooski having a seat on the Airport Commission which was part of the strategic plan. Karen Paul stressed the role of every commissioner on the Airport Commission is to support the airport.**
- **Gene Richards spoke in support of Winooski having a representative on the Airport Commission which will continue the collaborative relationship that exists today.**

VOTING: 2 ayes, 2 nays (Bill Keogh, Jeff Munger); motion did not carry.

There was mention that the airport commissioner from South Burlington, Helen Riehle, was not in attendance, but is in support of Winooski having a seat on the Airport Commission. Concern was expressed that the perception of Burlington voters will be that the ballot item was not supported by the Airport Commission due to the tie vote.

5.02 Contract Amendment: Champlin UIC Contract

MOTION by Bill Keogh, SECOND by Tim George, to recommend City Council and the Board of Finance approve the contract amendment to the Champlin UIC contract.

DISCUSSION:

- **Larry Lackey explained the contract amendment will assist with managing the UIC system.**

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

5.03 Window Washing Service Contract: Home Window and Maintenance

MOTION by Bill Keogh, SECOND by Tim George, to recommend City Council and the Board of Finance approve the contract with Home Window and Maintenance for window washing services.

DISCUSSION:

- **Shelby Losier explained the bid from Home Window and Maintenance was the most qualified bid received. The contract term is five years and includes some contingency.**

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

6.0 COMMUNICATIONS and DISCUSSION

6.01 Finance Package

Marie Friedman highlighted the \$1.66 million in CARES Act money is being expended to help cover bills and meet the debt coverage score year-to-date. The debt coverage score for the airport is 1.52. Year-to-date revenues are \$2.464 million without the CARES money which is lower by \$3.4 million from last year so there is a significant impact with fewer people flying. Rental, concessions, CFCs, and landing fees are experiencing a decrease in revenues. Expenses year-to-date are just under \$3 million for the first three months of the fiscal year. Staff continues to work to control expenses where possible without impacting safety or maintenance. There is \$13.4 million in the operating account to cover expenses.

Tim George asked if the CARES Act funds will last through the fiscal year. Marie Friedman said the money will likely only support the airport into the springtime. Gene Richards said staff is working with the City on refinancing the airport's debt so the airport is in a stronger financial position.

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

6.02 Audit Report

Marie Friedman said the auditors were able to issue a clean audit report for FY2020 and gave no recommendations. The airport met the debt coverage score agreement despite the difficult times and despite parking revenue being down 26% from the previous year, car rental revenue being down 14%, and overall operating revenues being down. The audit will be posted on the website.

MOTION by Bill Keogh, SECOND by Tim George, to accept the 2020 audit report and place the information on file. VOTING: unanimous (4-0); motion carried.

6.03 Construction Update

Larry Lacky gave a brief update on the following projects:

- Airport apron rehab - Phase 6 is complete.
- QTA - complete. Waiting for certificate of occupancy to be issued by South Burlington.
- Taxiway Golf - ready to open which will provide the airport with a full parallel taxiway.
- Stormwater infrastructure and fencing- coming to a close.
- Airport Master Plan – consultant working on the final documents.
- Hotel – per the South Burlington DRB decision the hotel must contribute to the airport’s landscape master plan.
- TIP – contractor selected to do the terminal integration project. A response to the grant application for the project is expected.
- New security system – work will begin in two weeks.
- In-line baggage system – will move forward after TSA review of proposal is complete.
- Chamberlin School HVAC system – design is done.
- Noise monitory grant – application submitted to FAA.
- Stormwater and UIC permit compliance RFP – proposals finalized in next few weeks.

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

7.0 SOUTH BURLINGTON SEAT UPDATE

No report.

8.0 DIRECTOR’S REPORT

Gene Richards reported there are many good happenings at the airport including the north hangar being almost completely renovated by Beta Technology and the area on airport property known as “the pit” being ready for development.

9.0 COMMISSIONER ITEMS

9.01 Google Alerts

Airport commissioners can use Google Alerts to get airport updates.

9.02 Noise Complaint Report

MOTION by Bill Keogh, SECOND by Tim George, to accept the proposal that the noise complaint report showing individuals who submit complaints about noise be sent to the Airport Commission.

DISCUSSION:

- **Nic Longo said the report shows complaints received by the airport only, not those received by the Air Guard.**

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

Staff will provide a draft report next month.

10.0 NEXT MEETING/ADJOURNMENT

Next Meeting

January 20, 2021

Adjournment

MOTION by Bill Keogh, SECOND by Tim George, to adjourn the meeting.

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

The meeting adjourned at 5:14 PM.

RScty by tape: MERiordan