

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
December 15, 2021**

APPROVED – 1/19/22

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

**MEMBERS PRESENT:** Bill Keogh  
Tim George  
Jeff Munger  
Helen Riehle  
**MEMBERS ABSENT:** Jeff Schulman  
**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental Compliance  
Shelby Losier, Director of Ground Operations  
Hannah Lumbra, Administrative Assistant  
**OTHERS PRESENT:** Christine Lott, Winooski Mayor  
Channel 17

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**1.0 CALL TO ORDER**

Chair, Bill Keogh, called the hybrid meeting to order at 4:02 PM on 12/15/21.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Tim George, SECOND by Helen Riehle, to approve the agenda with the addition of the Director of Aviation Job Description as Item 7.03 and a taxi report as Item 7.04 VOTING: unanimous (4-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: November 17, 2021 Meeting

4.02 Enplanements

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

There was brief discussion of the garage utilization. Staff explained the numbers include employee parking. The numbers are trending higher and correlate with revenues.

**5.0 CONSTRUCTION UPDATE**

5.01 Construction Project Report

There were no questions on the written project report provided by Larry Lackey.

### 5.02 Terminal Integration Project

Larry Lackey reported the TIP is progressing well. The building is now enclosed and the concrete floor poured. Work is being done inside the building and on the roof. Target date for completion of the terminal integration is October 2022.

### 5.03 Sound Pilot Program

Larry Lackey reported acoustical testing is being done on the houses in the pilot program. Staff is working to test 20 homes this year.

Winooski Mayor Lott asked how property owners are being contacted and how a house is considered for inclusion in the program. Nic Longo explained with the 10 houses in the pilot program there is direct communication via letter to the property owner and then additional follow up. With the 50 house study where a house is located in a specific decibel level and the implementation plan ratio between towns are factors. Mayor Lott will submit suggestions on communications in the pilot year for consideration. Helen Riehle suggested providing tiers of houses or streets so homeowners know if they are in the 50 house set to be addressed and when.

## **6.0 FINANCIAL PACKAGE**

### 6.01 Financial Report

Marie Friedman reported the airport received a stimulus grant of \$7 million and anticipates receiving another \$600,000 for concession relief. July, August, September, October revenues were strong and covered expenses so there was no need to draw down stimulus funds. The airport has four years to use the money. Both the grant anticipation note and the revenue anticipate note (lines of credit) have been renewed. Year-to-date revenue is \$7.2 million (85% of the level two years ago). CFC revenue is at 76%. Fees have been set to cover costs. PFC revenues are at 67% and landing fees are at 73% compared to two years ago. Year-to-date expenses are approximately \$4 million. Cash in the airport account is \$5.7 million. AIP Receivables is at \$2.2 million.

Jeff Munger asked about the source of taxi revenue. Marie Friedman stated taxi revenue is from Lyft, Uber, taxi punch cards, and queue permits. Jeff Munger announced he and Bill Keogh recently resigned from the Taxi Commission and there is presently no enforcement of taxi rules due to staffing issues. The airport is urged to formulate some airport taxi rules to benefit safe travel by the public from the airport.

### 6.02 FY21 Audit

Marie Friedman reported the audit went very well and was issued on November 30, 2022. There were no findings or recommendations and the auditors saw no issues with the airport. The auditors will be back in the spring to do a simple audit of the grants received by the airport. The Airport Commission is urged to review the management discussion and analysis portion of the report as well as the summary of revenues and expenses, five year comparison of revenues (historical revenues, airline revenues, and non-airline revenues), and the rate (covenant) calculation for the 1.25 debt coverage score.

## **7.0 ACTION ITEMS**

7.01 Contract Amendment - Ricondo & Associates, Inc.

**MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the staff request to amend the current contract with Ricondo & Associates, Inc.**

**DISCUSSION:**

- Staff explained the contract with Ricondo & Associates started two years ago to pull together grant applications to the FAA.

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

7.02 Airport Budget Amendment

**MOTION by Tim George, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the proposed budget amendment.**

**DISCUSSION:**

- Staff explained the amendment is to cover anticipated grant and residual costs.

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

7.03 Director of Aviation Job Description

**MOTION by Tim George, SECOND by Helen Riehle, to approve the revised job description for the Director of Aviation.**

**DISCUSSION:**

- The next step is to send the description to HR for consideration.

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

7.04 Taxi Report

Bill Keogh reported the Taxi Commission is now combined with the Transportation, Energy, and Utilities Commission (TEUC) and City Council along with members of the Vehicle for Hire Board. There will be virtually no reporting due to staffing issues and no enforcement of taxi rules. The Police Department is down to 64 officers.

Shelby Losier noted the airport does license taxi drivers at the airport and runs background checks. Complaints are submitted to city hall, but the airport administration does meet with drivers when there is a complaint. There were three formal complaints last year.

## **8.0 NOISE MONITORING SYSTEM DATA**

Nic Longo reported all three noise monitors are in operation. Data are posted to the website. The public portal has been successful. The FAA and Air Guard are also collecting noise complaints.

## **9.0 DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- Staff has been tremendously busy with a heavy workload.
- Hopefully, the Deputy Director of Operations position will be filled by the next meeting.

**10.0 FOLLOW UP ITEMS**

12.01 List of National Guard members by zip code (Bill Keogh) – request this list from the Guard.

12.02 Public Right to Know Orientation (Bill Keogh) – retain this item on the agenda to be addressed when the workload on staff lightens up.

12.03 Taxi Report (Bill Keogh) – retain this item on the agenda until there is support from City Council for taxi rules.

12.04 Airport Layout Plan (Bill Keogh) – retain this item until the plan is approved by the FAA.

12.05 Analysis of Types of Incidents with Police (Tim George) – report requested on the police response at the airport.

12.06 Map of 50 Homes in Noise Program, Ratio of Houses by Community, and Appeal Process (Tim George) – retain these items until the information is provided.

12.07 Director of Aviation Job Description to HR (Bill Keogh) – retain this item until review of the job description by HR.

12.08 Report from South Burlington (Helen Riehle) – Helen Riehle reported the task force on rezoning properties will be discussing development of property owned by the airport by the dog park.

**11.0 ADJOURNMENT**

**MOTION by Tim George, SECOND by Helen Riehle, to adjourn the meeting.**

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

The meeting was adjourned at 5:25 PM.

Next meeting: January 19, 2022

*RScty by tape: MERiordan*