

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
December 18, 2019**

APPROVED – 1/15/2020

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

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Deputy Director of Aviation
Shelby Losier, Director of Ground Transportation
Marie Friedman, Director of Finance
Jonathan Perout, Director of Operations
Larry Lackey, Director of Engineering & Environmental Compliance
Hannah Lumbra, Administrative Assistant
Andrew Laderoute, Marketing Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Accelerators, LLC
Matthew Collins, Heritage Aviation
Kristine Lott, Mayor of Winooski
James Leas, South Burlington
Neil Kandel, Williston

[Note: Minutes reflect the order of the published agenda.]

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:05 PM on December 18, 2019.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Tim George, to approve the agenda as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

3.0 BURLINGTON MAYORAL UPDATE

Mayor Weinberger updated the Airport Commission on the MOU to allow input and comment from the neighboring communities on the airport, advocating for other federal and/or state funding for the local match to the cost of the Sound Program at the airport, and adding seats to the Airport Commission to include another Burlington representative and a representative from the City of Winooski (total of 7 members).

Winooski Mayor Lott spoke in support of Winooski having a representative on the Airport Commission to further the collaborative partnership and bring perspective on the impact of airplanes using the airport on the Winooski community.

Gene Richards spoke positively of the working relationship with the City of Winooski and having a representative on the Airport Commission. Having Winooski involved extends the FAA grant assurances to make sure the surrounding communities are involved.

Bill Keogh requested a work session or separate meeting to discuss having a representative from Winooski on the Airport Commission. Mr. Keogh felt the F-35 may be the issue. In the past airport governance was at issue. Mayor Lott said Winooski's perspective as a neighbor and being a partner in the airport's success is what will be brought to the table. Bill Keogh asked if Winooski would be willing to participate financially in the operation of the airport. Mayor Lott said Winooski is not proposing financial participation, but does have a financial stake due to the proximity to the airport and the impact on home values. The tax base is impacted by the operation of the airport. Bill Keogh clarified for the record that Winooski is saying there is a property tax reduction because of the airport. Mayor Lott said the situation is true of all airports in residential areas. The closer to the noise of the airport the lower the home value.

Helen Riehle spoke in support of Winooski having a seat on the Airport Commission. The F-35 along with commercial jets create the sound map and impact on the communities. Having a voice from the communities is a positive perception and important for the work on determining appropriate plans going forward to present to the FAA.

Mayor Weinberger spoke against regionalization of ownership of the airport, but in support of Winooski and South Burlington signing the MOU to further better relations with the neighbors of the airport. Having a formal, institutionalized setting for conversation has value.

Jeff Munger stressed the Airport Commission is advisory only, not a decision making body. Mayor Lott assured Winooski is seeking advisory discussion and not ownership of decision making. Winooski recognizes the F-35s are here and wants to make the best situation possible.

Tim George asked what practical difference there would be with Winooski having a representative on the Airport Commission when impact of the airport on Winooski has already been contemplated. Mayor Lott said having a representative from Winooski on the board gives a voice to the impacts on the community the airport administration may not be aware of, and the formality adds a level of respect to being in a collaborative partnership. Being at the table makes a difference and has meaning for Winooski residents. Also, Winooski wants to have formal cooperation in place if/when the Airport Commission and airport administration change.

Memorandum to Members of the Airport Commission dated December 18, 2019 be accepted and placed on file.

4.0 PUBLIC FORUM

- James Leas spoke about the impact of noise from F-35 planes located at a civilian airport.
- Neil Kandel asked about the action taken by Burlington City Council and the state legislature against the F-35 airplanes.

5.0 CONSENT AGENDA

5.01 Minutes: November 20, 2019

5.02 Fare Comparison

5.03 Enplanements

MOTION by Helen Riehle, SECOND by Tim George, to approve the consent agenda and take the action indicated.

DISCUSSION:

- Tim George asked about the landing weight data. Nic Longo said there has been a shift in schedules and types of aircraft used by the airlines.

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

6.0 ACTION REQUIRED

6.01 Compact Track Loader Equipment Purchase

MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to City Council and the Board of Finance (*later amended to just the Board of Finance) the authorization of the Aviation Director to purchase a John Deere compact track loader for the amount of \$91,369.35 and amend the FY20 Airport Budget for the equipment purchase as described in the memo from the airport administration, dated 12/16/19.

DISCUSSION:

- Marie Friedman clarified only Board of Finance approval is needed for the shared use equipment used by the QTA and parking garage.
- Gene Richards explained there are new management policies for the QTA to assure the QTA pays a fair share and maintains the equipment.
- Helen Riehle asked the estimated cost of half of an FTE. Gene Richards estimated \$45,000.

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

6.02 Underground Injection Control (UIC) Permit Management Services Contract Amendment

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the proposal as outlined in the memo, dated 11/19/19, from the Director of Aviation to the Board of Finance and City Council for amendment to the UIC permit management services contract subject to review by the City Attorney.

DISCUSSION:

- Larry Lackey briefly explained the operation of the UIC system and ground water monitoring.

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

6.03 Storm Water Permit Management Services Contract Amendment

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the contract amendment with Stantec for storm water permit management services outlined in the memo from the Director of Aviation, dated 11/19/19, and stipulated therein.

DISCUSSION:

- **Larry Lackey explained the required storm water monitoring, sampling, and analysis by the state.**

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

7.0 COMMUNICATIONS and DISCUSSION**7.01 Terminal Integration Project Presentation**

Nic Longo updated the Airport Commission on the status of work on the TIP. Renderings were shown. Three constraints are addressed: (1) designing the terminal for the types of aircraft (larger planes) coming to the airport, (2) increasing the size of the boarding area to accommodate the increased number of passengers, and (3) increasing the TSA area to process more passengers. The design is setting up for the future. Applications will be submitted for FAA grants for the \$11 million project. Gene Richards and Nic Longo briefly explained how match funds for FAA grants are collected from the PFCs, and the opportunity for additional federal appropriations.

7.02 Construction Update

Larry Lackey reported apron rehab and taxiway realignment work is done for the year. The QTA will be operational by mid-January. Valley West apron work is essentially finished. TIP work continues. The maintenance garage addition is being re-evaluated to possibly build a larger facility versus upgrading the existing facility. The engineer is on board for the new security system. Grants are being submitted for the south apron and glycol system.

7.03 Financial Package

Marie Friedman reported through November 2019 revenues are \$171,000 YTD over the same time last year. Expenses are higher as well due to repairs and maintenance work, the TIP, and unexpected repairs. Parking revenues are up \$95,000. AIP receivables are approximately \$4 million. Reimbursements are submitted as soon as possible. The grant anticipation note (\$7 million line of credit) is being renewed for cash flow. There is \$340,000 in the airport cash account (there were large payouts to be reimbursed). The airport owes the city \$560. Debt coverage score is healthy. The annual audit went well. There were no findings. A copy of the audit will be provided to the Airport Commission at the next meeting.

8.0 SOUTH BURLINGTON SEAT UPDATE

No report.

9.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- Erin Desautels continues to work hard on the 100-year celebration of the airport. There will be monthly exhibits and displays. The Airport Commission will be kept updated.
- The sixth F-35 plane has arrived.
- Hotel groundbreaking is anticipated in March.
- QTA opening is expected in January.
- The multi-function machine dropped a broom, but the airport team work diligently to get the machine back in service.
- The Maintenance Director search has been extended.
- It has been pleasant working with the Winooski Mayor.
- Happy and safe holidays to all.

10.0 AIRPORT COMMISSIONER ITEMS

Bill Keogh asked about the economic study of the airport. Nic Longo said the report is complete and will be published. Gene Richards added the results are positive and show the airport has an incredible financial impact on the region.

Bill Keogh asked if a tour of the Air Guard space for the F-35s is possible for the Airport Commission. Gene Richards will make arrangements in February for a tour if possible.

11.0 ADJOURNMENT

Next Meeting

January 15, 2020

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

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

The meeting was adjourned at 6:10 PM.

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