

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

**DRAFT**

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

**MEMBERS PRESENT:** Tim George  
Jeff Munger  
Jeff Schulman  
**MEMBERS ABSENT:** Helen Riehle  
**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  
Hannah Lumbra, Administrative Assistant  
**OTHERS PRESENT:** Bryn Oakleaf, Winooski City Council  
Channel 17

---

**1.0 CALL TO ORDER**

Vice Chair, Tim George, called the hybrid meeting to order at 4:03 PM on 2/16/22 and announced Bill Keogh has moved to Shelburne and is no longer serving on the Airport Commission.

**2.0 ELECTIONS: Airport Commission Chair and Vice Chair**

2.01 Airport Commission Chair

**MOTION by Jeff Munger, SECOND by Jeff Schulman, to nominate Tim George as Chair of the Airport Commission.** There were no other nominations. **VOTING: unanimous; motion carried.**

Tim George is Chair of the Airport Commission.

2.02 Airport Commission Vice Chair

**MOTION by Jeff Munger, SECOND by Tim George, to nominate Jeff Schulman as Vice Chair of the Airport Commission.** There were no other nominations. **VOTING: unanimous; motion carried.**

Jeff Schulman is Vice Chair of the Airport Commission.

**3.0 AGENDA**

3.01 Approve/Adopt Agenda

**MOTION by Jeff Munger, SECOND by Tim George, to approve the agenda as presented. VOTING: unanimous (3-0); motion carried.**

#### **4.0 PUBLIC FORUM**

None.

#### **5.0 ACTION ITEMS**

5.01 RAC Concession Agreement

**MOTION by Jeff Munger, SECOND by Jeff Schulman, to approve and recommend to the Board of Finance and City Council to authorize the execution of the non-exclusive on-airport rental vehicle concession agreement at the airport with the following rental car companies subject to approval by the City Attorney's Office: ELRAC, LLC, Avis/Budget Car Rental, LLC, The Hertz Corp. and DTG Operations, Inc.**

##### **DISCUSSION:**

- Shelby Losier reported the agreement with the car rental companies expired in June 2020. The airport secured a hold-over due to COVID. An RFP was sent out, negotiations held, and a fair five year contract was settled that includes a \$500,000 minimum annual guarantee and CFC of \$6 with no cap on the days.

**VOTING: unanimous (3-0); motion carried.**

#### **6.0 CONSENT AGENDA**

6.01 Minutes: January 19, 2022 Meeting

6.02 Enplanements

**MOTION by Jeff Munger, SECOND by Jeff Schulman, to approve the consent agenda as presented. VOTING: unanimous (3-0); motion carried.**

Nic Longo said enplanements are not yet at pre-pandemic levels, but are getting there. The airlines are doing well.

#### **7.0 CONSTRUCTION UPDATE**

7.01 Construction Project Report

Staff reported the terminal integration project is making great progress, work on the NOAA improvements is ongoing, and the FAA approved the 70-decibel contour so the next 50 houses in the Noise Program can be identified.

#### **8.0 FINANCIAL PACKAGE**

8.01 Financial Report

Marie Friedman highlighted the following:

- The airport has not drawn down any stimulus money this year because revenues have covered expenditures. There is a healthy return of passengers.
- Year-to-date revenues through December were \$10.5 million (twice the amount of a year ago).
- 2022 revenues are 90% of what they were two years ago pre-COVID. Parking revenues are at 73%. Car rental revenues are at 106%. CFC revenues are at 85%. Landing fees are at 78%.
- Cash in the bank/checking account is \$5.8 million as of the end of January.
- The airport is owed \$2 million from the FAA.

- Staff continues to work on refinancing of the 2012 A Series bonds.

### **9.0 NOISE MONITORING SYSTEM DATA**

Staff reported the unique addresses that sent in comments on noise have been broken down. There were 43 unique addresses that submitted comments of which nine were multiples. There have been 201 comments received since June 2021.

Bryn Oakleaf, Winooski, requested the date range of the comments be added to the charts.

### **10.0 COMMISSIONER ITEMS**

None.

### **11.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- TIP (terminal improvement project) is going well. The BTV logo has been approved for the side of the building.
- Airport teams are commended for the excellent work dealing with snow at the airport.
- Fitch and Moody credit rating reviews are coming up.
- VTANG relationship with the airport continues to be strong. Lease negotiations are upcoming.
- Heritage Aviation will be increasing operations and will give a presentation to the Airport Commission.
- Sun Country Airlines will be visiting BTV and will start flights to Minneapolis-St. Paul in June.
- Terminal construction projects include NOAA, TSA, north concourse redesign and carpeting.
- The task force on zoning is working with the City of South Burlington on rezoning the area by the maintenance facility. The airport needs a maintenance building to be able to store airport equipment inside. The public comment session on rezoning is 2/17/22.
- General Aviation tenant lease negotiations are going well.
- Thanks and appreciation are extended to Bill Keogh for his many years of service on the Airport Commission and for being a great partner of the airport.

### **12.0 FOLLOW UP ITEMS**

12.01 Public Right to Know Orientation (Tim George) – retain this item on the agenda. Nic Longo noted City Attorney Richardson and airport staff are working on a presentation for the Airport Commission.

12.02 Taxi Report (Jeff Munger) – retain this item on the agenda. Staff will contact the city once a month for an update on progress with taxi rules.

12.03 Analysis of Types of Incidents with Police (Tim George) – retain this item on the agenda. Nic Longo said the airport division of the Burlington Police Department is compiling data for a presentation at the next Airport Commission meeting.

12.04 Map of 50 Homes in Noise Program (Tim George) – retain this item on the agenda. Nic Longo explained the map shows the first 19 houses that received acoustical testing and all 19 met the FAA threshold and are eligible for noise mitigation funds. The FAA just approved any building within the 70 DNL line to be eligible to receive noise mitigation without further acoustical testing. There are 283 dwellings.

Tim George suggested color coding the map so progress with the stages of work is clear.

Bryn Oakleaf asked how residents will know if their house is part of the implementation, and how rentals will be handled. Nic Longo said there will be a fieldhouse and contact person to answer questions.

12.05 Infrastructure Bill Funding Awarded to Vermont Airports (Helen Riehle) – retain this item on the agenda.

### **13.0 ADJOURNMENT**

**MOTION by Jeff Schulman, SECOND by Jeff Munger, to adjourn the meeting.**

**VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 5:06 PM.

Next meeting: March 16, 2022 at 4 PM.

*RScty by tape: MERiordan*