

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

APPROVED – 3/17/21

[Note: Meeting held by teleconference]

MEMBERS PRESENT: Jeff Munger [arrived 4:50 PM]
Bill Keogh
Jeff Schulman [arrived 4:45 PM]
Tim George
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
Eileen Blackwood, Burlington City Attorney
Kristine Lott, Mayor of Winooski

1.0 CALL TO ORDER

Bill Keogh facilitated the teleconference meeting and called to order at 4:15 PM on February 17, 2021.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Tim George, to approve the agenda as presented. VOTING: unanimous (3-0)[Jeff Munger and Jeff Schulman not present for vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: 1/13/21

4.02 Enplanements

MOTION by Helen Riehle, SECOND by Tim George, to approve the consent agenda with amendment to the minutes under Public Forum, first sentence, to replace “two members of Winooski City Council” with “two state representatives from Winooski” as recommended by the Mayor of Winooski. VOTING: unanimous (3-0)[Jeff Munger and Jeff Schulman not present for vote]; motion carried.

5.0 ACTION ITEMS

5.01 FAA Grant: Sound Insulation Pilot Program

MOTION by Tim George, SECOND by Helen Riehle, to accept the FAA grant for the Sound Insulation Pilot Program and other related items as described in the staff memo, dated 2/16/21, and to recommend approval by City Council.

DISCUSSION:

- **Nic Longo explained staff is requesting permission to accept the grant and sign a contract with the consultant, Jones Payne Group. This is the first step in the insulation program. The pilot program is for the first 10 houses for acoustical testing and study for required documentation by the FAA.**
- **The FAA also granted permission to apply for a grant for the next 50 houses which will allow for the initial design and outreach process for the next 50 house phase.**
- **Approval will be needed for the construction contract once the project goes out to bid. Design and construction will be done every year.**
- **The project will likely last 25 years and bring millions of dollars into the economy and contribute to the “green footprint”. There will be many benefits including economic development, green footprint, extended time period.**
- **The \$1.1 million grant is for the first 10 houses and to apply for a grant for the next 50 houses. Construction will average \$50,000 per parcel (nearly \$5 million per year).**
- **Houses will be chosen per the implementation plan with allocation spread across all the communities impacted. The number of houses in each community and the decibel levels will be looked at as well as the type of building and materials used. Acoustical testing will be performed based on the area/contour level of the house location. A house not eligible for sound insulation will be eligible for the sales assistance option.**

VOTING: unanimous (3-0)[Jeff Munger and Jeff Schulman not present for vote]; motion carried.

6.0 COMMUNICATIONS and DISCUSSION**6.01 MOU Update**

Bill Keogh reviewed elements in the MOU that says to pursue amending the city charter to have a Winooski seat on the Airport Commission and the airport providing match money. Gene Richards said the airport is not in a position to provide match money and will ask the Congressional delegation about using FAA money as match money. Jeff Munger said in his experience working with Congress federal money cannot be used as match money. City Attorney, Eileen Blackwood, said the Mayor and City Council are committed to having the city work to find airport revenue and determine the extent of those revenues though VT Gas and the Congressional delegation’s efforts are expected to cover local match dollars.

It was noted the MOU has been approved by South Burlington City Council, Winooski City Council, and Burlington City Council. The intent of the MOU is to be a good partner.

6.02 Finance Package

Marie Friedman highlighted:

- CARES Act money has been a lifeline for the airport. There will be another stimulus package and BTV will receive another \$4 million.
- Debt coverage score is 1.5.
- Staff is working on refinancing a portion of the upcoming bond payments. Moody's will be rating the refinancing of bonds and notify the airport.
- YTD revenues through November were \$4.3 million (lower than the prior year). Parking fees are \$2 million lower. Rental cars and concessions are \$900,000 lower. CFCs are \$655,000 lower, and landing fee revenue is \$500,000 lower because there are fewer airplanes in/out of the airport.
- Expenses YTD are \$635,000 lower than the prior year. The largest reduction is in repairs/maintenance because a lot of work was done earlier in the year. Less money was spent on marketing. Salaries and overtime are down.
- AIP Receivables is owed \$2.1 million from the FAA.
- The airport anticipates drawing down on the grant anticipation note as the construction season approaches. The airport will be reimbursed by the FAA.
- A grant of \$14.5 million from the FAA was received for the terminal integration project.
- Cash in the bank account equals \$11.2 million.

There was discussion of the impact on the debt service score by the refinancing of bonds and potential impact on the agreement with the airlines.

6.02 Construction Update

Larry Lucky gave a brief update on airport projects including:

- TIP – project will be before the South Burlington DRB in March for permitting.
- In-line baggage system –working through process to get funding from the TSA.
- Chamberlin School HVAC system – bid opening held and low bidder identified.
- Sound insulation project - moving through the process.
- Stormwater UIC permit management – consultant has been selected.
- “Hot Spot” remediation – will apply for a grant and go out to bid by April.
- National Weather Service project – RFP going out.
- Noise Equipment Agreement – finalized and moving forward.

7.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle reported South Burlington is waiting for signatures on the MOU by the three cities.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- Kudos to the BTV team for a job well done every day keeping the airport operating safely.
- The relationship with the FAA is going well.
- The airlines want to continue the agreement with BTV.
- Moody's spoke very positively on the airport.
- Beta Technology is a leader in the industry and now employs up to 187 employees building electric aircraft.
- Working with the Helen Riehle and Mayor Lott from Winooski is a pleasure.

9.0 COMMISSIONER ITEMS

The monthly report on noise complaints will be included on the Airport Commission meeting agenda each month.

10.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:28 PM.

RScty by tape: MERiordan