

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
March 1, 2023**

**DRAFT**

**[Hybrid meeting]**

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Helen Riehle  
Jim Duncan  
Stephen Gulick

**MEMBERS ABSENT:** Greg Shepler  
Robin Guillian

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
David Carman, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental Compliance  
Hannah Lumbra, Office Manager

**OTHERS PRESENT:** Colin Larsen  
Ashley Adams  
Dan Castrigano  
Jenn McCarty  
Channel 17

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**1.0 CALL TO ORDER**

Chair, Tim George, called the meeting to order at 4:05 PM on 3/1/23.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the agenda.**

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

**3.0 PUBLIC FORUM**

- Ashley Adams, business owner and landlord, spoke of the growth of the airport and impact on the “climate emergency”. Ms. Adams will submit her written comments to the Airport Commission.
- Colin Larsen, climate teacher, spoke of the airport expansion, removal of needed housing, and impact on the “climate emergency”.
- Dan Castrigano, citizen, spoke about comments on noise and snow by the airport administration being callous, and spoke against endless expansion of the airport in a “climate emergency”.

**4.0 CONSENT AGENDA**

4.01 Enplanements

4.02 Minutes: February 1, 2023

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the consent agenda as amended.**

**DISCUSSION:**

- **Staff will post the final enplanement numbers for February when they are available. The airport is extremely busy. People are eager to travel. The parking garage is full. Per airport operations (landings and takeoffs) Burlington Airport is the busiest airport in the Northeast outside of Boston Logan.**
- **United Airlines is using the new Gate 9 area with their mainline 737 and Airbus aircraft.**
- **Freight flights are also increasing. Design is underway for a new cargo ramp facility.**
- **Staff explained how the public is being informed about available parking at the airport. Study is needed to determine if the parking garage is right sized for the airport.**

**CALL THE QUESTION by Tim George. Discussion ceased.**

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

## **5.0 CONSTRUCTION UPDATE**

In addition to the written report, Larry Lackey reported the following:

- As clarification, the airport is not expanding off the airport footprint except for the electric aircraft manufacturing facility (BETA Technologies) and all the sound insulation projects in the area. Expansion of the terminal is to make a more safe environment for passengers and aircraft on the airfield.
- Electrical upgrade, lighting, fire alarm, work on expansion joints and the stairwell in the parking garage is progressing.
- Design of noise mitigation for the 54 homes in the sound program is complete. The work will be put out to bid. It is hoped to award the work to local contractors.
- The airport is waiting for the issuance of a grant for construction of the south apron.
- Application has been made for a design only grant for a new cargo apron.
- Preliminary cost analysis has been done for the SRE building and new maintenance facility. Next step is scoping and design.
- Staff is working with the Burlington Tech Center on facility improvements at the airport.
- Runway 15-33 scoping work is done and will move to design.
- Airfield pavement plan will be updated following evaluation of the condition of pavement.
- Noise use/reuse plan needs updating. Scoping work is being done.
- Application will be made for a grant for the 54 homes in the residential sound insulation program.
- BETA Technologies is building a hangar on the Valley West apron along with the new manufacturing facility.

Helen Riehle asked about follow up on the effectiveness of the noise mitigation measures and community outreach on the noise map. Staff stated once the noise mitigation work is complete decibel readings will be taken to ensure the requirements are met. Regarding the noise map, staff is reaching out to stakeholders to form a new technical advisory committee and regional advisory committee.

Steve Gulick asked about the life expectancy of the parking garage and set aside of maintenance funds. Staff explained there is a long term maintenance program in place for the garage and regular inspections are done. A major (comprehensive) safety inspection is done annually.

## **6.0 FINANCIAL UPDATE**

Marie Friedman reported:

- The airport is doing well with revenues, but some stimulus grant money has been drawn down for planned repair and maintenance projects.
- The closing on the new grant anticipation note is expected. The GAN will only be used when/if there are cash flow issues at the airport.
- Revenues:
  - Year-to-date revenues through December total \$14.6 million
  - Operating revenues are \$3.1 million higher year-to-date.
  - CFCs and car rental revenues are better than anticipated.
  - Recovery of other revenues is doing well.
  - Parking garage revenue is at 101% of pre-covid revenues.
- Expenses:
  - Expenses through December are \$7.7 million (higher due to operation of the quick turnaround facility)
  - Expenses are up due to salaries, cost of living increase, overtime, repairs, and maintenance.
- Cash-on-hand as of the end of January is \$5.8 million.
- Airport grant receivables is at approximately \$5 million. Reimbursement of \$1.7 million for the work on Taxiway G was received in February.

Helen Riehle asked about the requirement to spend all the stimulus money by April 2025 and the airport having revenue and resources in place after that time. Staff assured the airport is doing exceptionally well. The stimulus money has been instrumental; the airport is spending it wisely. The funds will likely be fully expended by 2024.

## **7.0 NOISE DATA**

Staff reported since January there have been 25 additional comments received. The map in the information packet shows the houses in Phase 1 of the noise mitigation plan. An excerpt from the 2019 Noise Exposure Map is also included in the information packet.

## **8.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- The north renovation project is progressing. Hudson News has relocated to that area.
- North expansion terminal (NET) project is in the design phase.
- The airport received a grant for \$2.09 million to start design on the south end of the terminal.
- Parking garage signage and paint is being updated along with other maintenance and safety work.
- Summer airline schedules are gearing up. Staff will be meetings with the airlines.
- Thanks to staff for their ongoing efforts to keep the airport operating smoothly.

## **9.0 COMMISSIONER ITEMS**

Jim Duncan, Winooski representative to the Airport Commission, announced this is his last meeting on the commission.

## **10.0 FOLLOW UP ITEMS**

10.01 Overlay of Flight Paths on Noise Map (Tim George) – Staff is working with consultants on the overlay. Retain on agenda.

10.02 Queue Permits for Taxi Drivers (Nic Longo) – Staff will provide information for the increase in the number of queue permits sold to taxi drivers serving the airport. Retain on agenda.

10.03 Briefing from Architects on North Expansion Terminal (NET) project (Jeff Schulman) – The architects will attend a future meeting (possibly April or May meeting) to discuss the architectural features and vision for the expansion into the north side of the terminal building (NET project). Retain on agenda.

## **11.0 ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Jim Duncan, to adjourn the meeting.**

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

The meeting was adjourned at 5:10 PM.

Next meeting: April 5, 2023 at 4 PM.

*RScty by tape: MERiordan*