

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

DRAFT

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

MEMBERS PRESENT: Tim George
Jeff Munger [left at 4:47 PM]
Helen Riehle

MEMBERS ABSENT: Jeff Schulman

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: Tom D'Urso, Vermont Flight Academy
Channel 17

1.0 CALL TO ORDER

Chair, Tim George, called the hybrid meeting to order at 4:10 PM on 3/16/22

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); motion carried.

3.0 PUBLIC FORUM

None.

4.0 GUEST PRESENTER

4.01 Tom D'Urso, Executive Director, Vermont Flight Academy (VFA)

Tom D'Urso with Vermont Flight Academy said VFA sees opportunity to become a center for excellence in STEM and aviation training looking toward the future of aviation and electric aircraft. Beta Technologies and Burlington Airport have been very supportive. The building Beta is planning to construct contemplates housing VFA, Vermont Technical College, and Burlington Tech Center. Beta and VFA are working on a plan to transition to all electric aircraft. It is hoped to develop a team with VFA, VTC, BTC, and Beta to create a pipeline for e-aviation technology and the technicians and pilots required. Support of the partnership and vision is appreciated.

5.0 CONSENT AGENDA

5.01 Minutes: February 16, 2022

5.02 Enplanements

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

6.0 ACTION ITEMS

6.01 Budget Amendment

MOTION by Helen Riehle, SECOND by Tim George, to recommend City Council approve the budget neutral amendment as presented.

DISCUSSION:

- Staff explained the budget neutral amendment (extra expenditure for items such as de-icing material were covered by revenues that exceeded what was budgeted).

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

6.02 North Terminal Carpet Replacement

MOTION by Helen Riehle, SECOND by Tim George, to approve the Aviation Director executing the contract with JP8 Resources, LLC for 9,000 s.f. of carpet replacement in the north terminal as presented. VOTING: unanimous (3-0); motion carried.

6.03 VFA Lease Agreement

MOTION by Helen Riehle, SECOND by Tim George, to recommend City Council approve the lease agreement with VFA for 355 Valley Road as proposed.

DISCUSSION:

- Staff explained the lease is for a 12,000 s.f. hangar and office space at 355 Valley Road and has a term of 3 years with 2 one-year options to extend.

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

7.0 CONSTRUCTION UPDATE

7.01 Construction Project Report

A written project update was included in the meeting packet. There were no questions.

8.0 FINANCIAL PACKAGE

8.01 Financial Report

Marie Friedman reported the airport has had sufficient revenues to cover operating expenses and has not had to draw down relief money. Revenues are \$6 million higher for the same time period compared to one year ago. Car rental revenues are at 106%. Year-to-date expenses are at \$7.8 million. Cash on Hand is \$3.9 million. The airport does not owe the city any money. AIP Receivables are at \$2.2 million. The bond refinance package is out to investors.

Tim George asked about repairs and maintenance expenditures in the budget. Marie Friedman explained the number is low at this time because most of the repair work will be done in the second half of the year.

8.02 Fitch Ratings

Marie Friedman reported Fitch gave the airport a “BBB” rating and a “Stable” outlook.

8.03 Moody’s Investors Service

Marie Friedman reported Moody’s affirmed the airport’s “Ba2” rating and “Stable” outlook.

9.0 NOISE MONITORING SYSTEM DATA

Staff reported a total of 220 comments have been received from July 24, 2021 through February 28, 2022. One of the data charts show comments per town and comment type as requested by the Airport Commission.

10.0 COMMISSIONER ITEMS

None.

11.0 AVIATION DIRECTOR’S REPORT

Aviation Director, Nic Longo, reported:

- Renovation of the Administration Office is wrapping up.
- Airport rezoning taskforce will meet 3/17/22 to discuss options available for the parcel under discussion. An information sheet will be prepared to explain what is proposed on the land.
- De-icing season was extensive this year.
- Terminal project continues to make good progress.
- North security checkpoint renovation is underway.
- Airfield paint contract is out to bid.
- The airport is seeing an increase in passengers and revenues.
- The airport has been allotted \$4 million for each of the next five years from the federal infrastructure bill and has submitted a \$35 million pre-grant application for the next phase of the terminal project.
- The airport received a \$7 million federal earmark and will use the money to add a general aviation apron adjacent to the Beta manufacturing proposal and a new jet bridge.
- The airport is pushing for another terminal project using \$15 million from omnibus funding for federal FY2023.

12.0 FOLLOW UP ITEMS

12.01 Orientation conducted by airport staff on public right-to-know (Tim George) – retain this item on the agenda. Staff will have the City Attorney or a designee do a short presentation when available.

12.02 Update from airport staff on communication with city on taxi rules (Jeff Munger) – retain this item on the agenda. The Assistant City Attorney will attend the next meeting to provide clear delineation of vehicle-for-hire matters downtown and at the airport, and the role of the Airport Commission. Updated practices and memos in light of COVID practices will be reviewed.

12.03 Airport staff to present analysis of types of incidents involving police at the airport (Tim George) – retain this item on the agenda. Burlington Police Department is still working on a report and hopes to have it available for the next meeting.

12.04 Infrastructure bill funding awarded to Vermont airports (Helen Riehle) – remove this item because a spreadsheet showing the requested information was attached to the meeting packet.

12.05 Map of 50 houses in the Noise Program; Ratio of houses by community; Appeal process (Tim George) - retain this item on the agenda. Staff is still working on the map.

13.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:11 PM.

Next meeting: April 11, 2022 at 4 PM.

RScty by tape: MERiordan