

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

APPROVED 4/21/21

[Note: Meeting held by teleconference]

MEMBERS PRESENT: Jeff Munger [arrived 4:18 PM]
Jeff Schulman
Tim George
Helen Riehle

MEMBERS ABSENT: Bill Keogh

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

1.0 CALL TO ORDER

Until the arrival of Chair Jeff Munger, Jeff Schulman facilitated the teleconference meeting and called to order at 4:11 PM on March 17, 2021.

2.0 AGENDA

2.01 Approve/Adopt Agenda

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

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: 2/17/21

4.02 Enplanements

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

Nic Longo mentioned the air travel recovery is on its way and is anticipated to bounce back by July.

5.0 ACTION ITEMS

5.01 Chamberlin School HVAC Update

Nic Longo explained the HVAC upgrade allows the school windows to remain closed keeping the noise level low. The grant will cover the cost of the upgrade. Construction is expected to be complete by this summer.

MOTION by Tim George, SECOND by Jeff Munger, to approve and recommend to City Council to enter into a contract with Engelberth Construction, Inc. for the HVAC upgrade project at Chamberlin School. VOTING: unanimous (4-0); motion carried.

Jeff Munger assumed facilitation of the meeting.

6.0 COMMUNICATIONS and DISCUSSION

6.01 Finance Package

Marie Friedman reviewed how the \$8.7 million in CARES Act money has been spent to date, and noted the airport may receive additional stimulus money. The following was highlighted:

- Debt coverage score is 1.47 as of the end of January.
- Revenues are \$6 million less than a year ago mainly due to decreases in parking fees, rental cars, and concessions.
- Expenses are \$1 million greater than a year ago due to the timing of expenses and repairs.
- AIP Receivables are at \$3.5 million.
- There is \$11.1 million in the airport account.
- Two years of revenue bond interest and principal payments have been refinanced.
- Moody's rating of the airport is "Baa2, affirmed, stable".

MOTION by Helen Riehle, SECOND by Jeff Schulman, to accept the finance report and place the information on file. VOTING by rollcall: unanimous (4-0); motion carried.

6.02 Construction Update

Larry Lucky gave a brief update on airport projects including:

- Air carrier apron rehab phases 7-1 and 6A to start.
- TIP project is progressing and is before the South Burlington DRB on April 6, 2021.
- The new security system is moving forward.
- Chamberlin School project has started preliminarily to order items with a long lead time.
- The sound monitoring system will be installed by Vector working with the Jones Paine Group.
- The sound insulation project is moving forward with design work. The airport is working with DOD and VT Gas for additional funding for the 10 to 50 home project.
- Environmental assessment project will be removed for this year.
- Stormwater UIC contracts are moving forward.

- Hot spot remediation and PAPI relocation project will be going out to bid for a May 1 grant application.
- Five responses were received for the NOAA national weather service terminal renovations.

MOTION by Tim George, SECOND by Helen Riehle, to accept the construction report and place the information on file. VOTING by rollcall: unanimous (4-0); motion carried.

7.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle reported South Burlington is working with CCRPC on the I-89 interchanges which will include improved transportation options to and from the airport. Gene Richards noted the airport has been involved in the discussions with CCRPC and supports the proposals.

Gene Richards requested an update on the status of the rezoning of the land north of the dog park.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airlines are optimistic and engaged in coming back to Burlington Airport possibly by July or August.
- The first electric airplane landed at Burlington Airport.
- A committee has been formed to look at the airport's carbon footprint and making changes such as using electric lawnmowers and electric trucks.
- Nic Longo and Gene Richards were on the Kurt Wright Show to promote the airport and answer questions from the listeners.
- Negotiations are ongoing with the airlines on new service.

9.0 COMMISSIONER ITEMS

The monthly sound data report was discussed. Shelby Losier said in January and February the airport administration received 26 calls (complaints) and all were related to military noise. The flight path does impact noise levels. People who call repeatedly are identified. Staff will provide the quantity of unique addresses at the next meeting.

10.0 FOLLOW UP ITEMS

Next Meeting

April 21, 2021

11.0 ADJOURNMENT

MOTION by Helen Riehle, SECOND by Tim George, to adjourn the meeting. VOTING by rollcall: unanimous (4-0); motion carried.

The meeting was adjourned at 5:15 PM.

RScty by tape: MERiordan