

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
April 21, 2021**

**DRAFT**

[Note: Meeting held by teleconference]

**MEMBERS PRESENT:** Bill Keogh  
Jeff Schulman [arrived 4:08 PM]  
Tim George  
Helen Riehle

**MEMBERS ABSENT:** Jeff Munger

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Marie Friedman, Director of Finance  
Shelby Losier, Director of Ground Operations  
Larry Lackey, Director of Engineering & Environmental Compliance  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Kathryn Wyckoff  
Huey Rey Fischer  
Bryn Oakleaf, Winooski City Council  
Karen Paul, Burlington City Council  
Channel 17

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**1.0 CALL TO ORDER**

In the absence of Jeff Munger, Bill Keogh called the teleconference meeting to order at 4 PM on 4/21/21.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Tim George, SECOND by Helen Riehle, to approve the agenda with the amendment to include the Aviation Director reappointment letter item as presented in lieu of the one presented on the agenda (Item 5.03). VOTING by rollcall: unanimous (3-0)[Jeff Schulman not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

Bryn Oakleaf, Winooski City Council, stated she is attending the meeting for Winooski Mayor Lott.

**4.0 CONSENT AGENDA**

4.01 Minutes: 3/17/21

4.02 Enplanements

**MOTION by Tim George, SECOND by Helen Riehle, to approve the consent agenda and place the information on file. VOTING by rollcall: unanimous (3-0)[Jeff Schulman not present for vote]; motion carried.**

## **5.0 ACTION ITEMS**

5.01 Contract: Hi-Lite Airfield Services LLC for Runway Pavement Markings

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to City Council for approval the contract with Hi-Lite Airfield Services, LLC for Runway Pavement Marking as presented. VOTING by rollcall: unanimous (3-0)[Jeff Schulman not present for vote]; motion carried.**

5.02 Budget Neutral Amendment to FY2021 Airport Budget

**MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to City Council for approval the revenue neutral amendment as proposed.**

### **DISCUSSION:**

- **Marie Friedman explained the amendment of accounts is to ensure there is enough money to cover anticipated bills for safety items on the airfield.**

**VOTING by rollcall: unanimous (3-0)[Jeff Schulman not present for the vote]; motion carried.**

5.03 Director of Aviation Reappointment Memo

**MOTION by Tim George, SECOND by Helen Riehle, to adopt the memo sent out/dated April 16, 2021.**

### **DISCUSSION:**

- **Positive comment was made on the leadership and work by Gene Richards and the airport team.**

**VOTING by rollcall: unanimous (3-0)[Bill Keogh not present for vote]; motion carried.**

## **6.0 COMMUNICATIONS and DISCUSSION**

6.01 Finance Package

Marie Friedman highlighted the following:

- \$8.7 million in COVID funds received, \$6.1 million reimbursed, \$705,000 drawn down for February.
- Recent COVID package was received and money is now available (\$4 million). The federal relief bill will also have money for airports.
- Debt coverage score is 1.42 (includes some stimulus money).
- YTD revenues \$68 million without stimulus which is \$8.6 million lower in first 7 months of fiscal year due to fewer people flying. Revenues are lower in parking, rental car/concessions, and landing fees.
- Expenses are \$8.3 million for the first 7 months of the fiscal year which is \$900,000 lower than the same period in the prior fiscal year because less was spent on repairs and maintenance already done plus there was less de-icing cost and more savings on overtime.
- AIP is at \$2.8 million owed.
- There is no money to be drawn down on the grant anticipation note (GAN).
- A grant of \$14.5 million was received for the terminal integration project.
- Cash as of March 31<sup>st</sup> was \$12.8 million.
- Refinance of bonds was closed in March.

Jeff Schulman asked about projection for recovery at the airport. Gene Richards said the recovery will be well into the next year. There are lots of variables and the dynamics are different. There will be a new “normal”.

Helen Riehle asked about airlines offering direct flights to Boston and Texas. Gene Richards said this was part of the American Airlines program and is a seasonal experiment.

Tim George asked when the FY22 budget will be available for review. Marie Friedman said the budget is close to being submitted for the City Council and Board of Finance budget meetings. A grant is anticipated and debt service will be suspended for a year which will help with the budget. Stimulus money is having an impact on balancing the budget.

#### 6.02 Construction Update

Larry Lackey gave an update on airport projects including apron and runway work, security system, baggage area, Chamberlin School project, sound insulation program, UIC, ‘hot spot’ remediation, NOAA national weather service project update, and placement of noise monitoring devices.

### **7.0 SOUTH BURLINGTON SEAT UPDATE**

Helen Riehle reported the South Burlington planning commission is still working on interim zoning relative to rezoning around the airport. Gene Richards noted the land under discussion is approximately 10 acres north of the dog park. There is interest in the parcel for other than aviation use. There will be little impact on the residential area.

Helen Riehle announced Kevin Dorn is retiring in June to be replaced by Jessie Baker, former Winooski City Manager.

### **8.0 DIRECTOR’S REPORT**

Gene Richards reported:

- New air service to Boston is exciting and a win-win for the airport and the community.
- Beta Company electric aircraft manufacturer is getting ready to remove the north annex of the north hangar and build new. The south annex is halfway done. Other campus locations have been discussed. The airport administration is encouraging Beta to remain at the airport.
- Attorney Joe O’Neil is drafting a letter to the rental car concession on behalf of the airport regarding fulfilling commitments with the QTA.
- Morale is better and the airport team is really coming together. There are lots of projects and good things happening for the airport and community.
- The airport hotel will likely not begin construction this year.
- There are concessionaires who have expressed interest in airport space, but the existing concessionaires need to be given opportunity to recover from the

pandemic before any decisions to bring in other/additional concessionaires are made.

## **9.0 COMMISSIONER ITEMS**

### **9.01 Sound Data**

Hannah Lumbra reported the data show there are a number of calls from a unique area. Tim George clarified the data show there are a few people who are repeat callers. Bill Keogh suggested going forward the sound data report should be a regular agenda item. There was mention of complaints received by the Air Guard. Bill Keogh requested the Air Guard be asked to submit complaint data to the Airport Commission.

## **10.0 FOLLOW UP ITEMS**

- Staff will ask the Air Guard for noise complaint data
- Staff will provide a progress report on rental car issue
- Public right-to-know orientation will be discussed on a future agenda

## **11.0 ADJOURNMENT**

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

The meeting was adjourned at 5:10 PM.

*RScty by tape: MERiordan*