

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
April 5, 2023**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Helen Riehle
Stephen Gulic
Greg Shepler
Robin Guillan

MEMBERS ABSENT: Jeff Schulman
Bryn Oakleaf

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

OTHERS PRESENT: Kristine Lott, City of Winooski
Channel 17

1.0 CALL TO ORDER

Chair, Tim George, called the meeting to order at 4:05 PM on 4/5/23 and acknowledged the airport commissioners attending the meeting remotely (Robin Guillan, Steve Gulic).

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve the agenda.

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

3.0 PUBLIC FORUM

➤ Kristine Lott said she is attending remotely for Bryn Oakleaf, the representative from Winooski.

4.0 CONSENT AGENDA

4.01 Enplanements

4.02 Minutes: March 1, 2023

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve the consent agenda as presented.

DISCUSSION:

- Staff reported total enplanements (12 months) are at 85% compared to the pre-pandemic (2019) timeframe. United Airlines is at 33%. American Airlines is at 31%. United Airlines started three main line flights a day out of Burlington. Delta is increasing their main line operations. American Airlines will be starting one main line flight a

day out of Burlington. Sun Country starts operation out of Burlington in June to Minneapolis-St. Paul with Delta. The airlines are forecasting a busy summer.

- There was discussion of the FAA reduction of traffic out of JFK Airport and potential impact on Burlington (no airlines serving Burlington have reduced any flights as yet).
- There was discussion of the parking garage use and revenue.
- There was brief discussion of landing weights and revenue indicators.

CALL THE QUESTION by Tim George. Discussion ceased.

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

5.0 ACTION ITEMS

5.01 Burlington International Airport Department Reorganization

MOTION by Helen Riehle, **SECOND** by Greg Shepler, to recommend to City Council and the Board of Finance the proposed Burlington International Airport Department Reorganization.

DISCUSSION:

- Nic Longo explained the positions outlined in the document include the addition of four management positions to report to two deputy director positions. Other positions include Director of Finance, Director of Planning, Engineering, & Sustainability, Associate Airport Engineer, and Director of Innovation.
- Helen Riehle requested a copy of the new organization chart with the names of the people in the positions when the hiring is complete.
- There was discussion of new positions being in the union or not (collective bargaining agreement will determine this) and the impact on the budget (9% assuming every position and salary filled).
- There was mention of sustainability being part of the department reorganization which will allow leadership time and availability to focus on these goals. Helen Riehle requested a report on the efforts that now can be pursued due to the reorganization.

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

5.02 BTV Hotel, LLC Amendment to Approved Ground Lease

MOTION by Helen Riehle, **SECOND** by Greg Shepler, to recommend to the Board of Finance and City Council approval of the amendment to the ground lease for BTV Hotel, LLC.

DISCUSSION:

- Staff reported renegotiation of the ground lease was done to be a better fit for the market and the industry and the bank. A major change is the rent structure (now per square foot cost with escalators associated with leasing the space underneath the building). DEW Corp. is the development partner and has hired Colwen Management Inc. from New Hampshire which has broad experience managing hotels.

- There was discussion of parking associated with the hotel (the airport will control the parking).
- There was mention of property taxes increasing for the airport due to the hotel (the tenant will pay the taxes per the ground lease), hotel security personnel (Burlington Police will remain at the airport; discussion has not occurred with the hotel management company on hotel security personnel), and occupancy percentage target (initial forecast is over 80%; industry average is 60%).

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

6.0 CONSTRUCTION UPDATE

In addition to the written report, Larry Lackey mentioned several grant applications in process and usage of the grant money on projects.

7.0 FINANCIAL UPDATE

Staff reported the airport had a strong month and is in line with projections for revenues and expenses. The parking garage hit another revenue record (single day and monthly). There is \$6.8 million cash-on-hand and the airport owes no funds to the City of Burlington.

In response to a question on the percent of budget for the parking garage maintenance & repair line item at this point in the fiscal year, staff will provide additional information.

8.0 NOISE DATA

Staff reported six additional comments have been received since last month. The map shows addresses of the comments and take off/landings of flights. More information is posted on BTVsound.com.

Kristine Lott noted there were no comments from Winooski shown on the pie chart. Staff will investigate this matter. Ms. Lott asked when information on the Phase 2 locations will be available. Larry Lackey explained the airport is applying for a grant for the next 54 houses and there will be additional monies to do another 50 houses. The map will be updated accordingly in the next month.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- Secretary of the Air Force visited the airport and the Air National Guard facility.
- Several VIPs including Dr. Jill Biden, Secretary of Education, Governor Scott, Mayor Weinberger, Senator Welch, and Congresswoman Balint were at the airport and spoke about education and promoting careers in aviation and associated technical fields.
- North terminal renovation is ready to open.
- Negotiation of airline lease agreements is underway.
- Security event on 3/12/23 was handled phenomenally by BTV staff, the airlines, police, and federal partners resulting in a safe outcome.

- Staff visited the airport in Portland, Maine to view the terminal, thermal facility, and recycling glycol plant and get ideas for Burlington.

10.0 COMMISSIONER ITEMS

- Helen Riehle announced South Burlington City Council reappointed her to the Airport Commission for another term.
- Robin Guillan asked about the following:
 - Contact person if a gas line is impacted on the airfield during construction [Nic Longo said staff will put together a construction communications plan for tenants at the airport.]
 - Update on hangar in the valley [Nic Longo said lease of the hangar is out to bid.]
 - Potential static air show at the airport [Nic Longo confirmed early stages of planning are taking place for a static air show.]
- Robin Guillan and Hannah Lumbra reported on the Women in Aviation international event that was held at the airport.

11.0 FOLLOW UP ITEMS

11.01 Overlay of Flight Paths on Noise Map (Tim George) – Done. Remove from agenda.

11.02 Queue Permits for Taxi Drivers (Nic Longo) – Staff attended Vehicle for Hire and TEUC meetings on taxi queue permits and will ask partner airports what they are doing with regard to queue permits. Retain on agenda.

11.03 Briefing North Terminal Building (Jeff Schulman) – The architects are still working on the design. Retain on agenda.

12.0 ADJOURNMENT

MOTION by Helen Riehle, SECOND by Greg Shepler, to adjourn the meeting.

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

The meeting was adjourned at 5:32 PM.

Next meeting: May 3, 2023 at 4 PM.