

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 19, 2021**

APPROVED – 6/16/21

[Note: Meeting held by teleconference]

**MEMBERS PRESENT:** Jeff Munger  
Bill Keogh  
Jeff Schulman  
Helen Riehle  
Tim George

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy 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:** Kristine Lott  
Katya Schwenk  
Channel 17

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the teleconference meeting to order at 4:01 PM on 5/19/21.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the agenda as presented. VOTING by rollcall: unanimous (4-0)[Tim George not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: 4/21/21

**MOTION by Helen Riehle, SECOND by Bill Keogh, to approve the minutes of 4/21/21 with correction to the spelling of “Joe McNeil”. VOTING by rollcall: unanimous (5-0); motion carried.**

4.02 Enplanements

Staff reported the new boutique flight to Boston is very successful since its start a month ago with an average load factor of 85%. A new American Airlines flight to Dallas will begin July 3, 2021. Delta is very happy with their load factors out of Burlington which are better than at their hub.

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the consent agenda and place the information on file. VOTING by rollcall: unanimous (5-0); motion carried.**

## **5.0 ACTION ITEMS**

### **5.01 USDA Agreement**

**MOTION by Bill Keogh, SECOND by Tim George, to approve the service agreement between Burlington Airport and the USDA as described in the memo, dated May 24, 2021, from Aviation Director Richards to City Council.**

#### **DISCUSSION:**

- **Staff explained the agreement is an extension of the existing contract for services provided by USDA at the airport for wildlife mitigation and staff training.**

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

### **5.02 FAA Grants**

Staff briefly described the work at the airport (runway “hot spots”, taxiways, inline baggage system, Noise Compatibility Program) supported by various FAA grants.

**MOTION by Helen Riehle, SECOND by Bill Keogh, to approve the 15 FAA grants as described by staff. VOTING by rollcall: unanimous (5-0); motion carried.**

## **6.0 COMMUNICATIONS and DISCUSSION**

### **6.01 Finance Package**

Marie Friedman highlighted the following:

- Funds from the stimulus package continue to be drawn down.
- Revenues are beginning to increase, but are still lower than a year ago.
- CARES Act money can be used for the local share with grants.
- Debt coverage score is 1.38.
- Expenses are lower than a year ago. Staff continues to monitor expenses.
- AIP is at \$2.8 million as of the end of April.
- Grant anticipation note was drawn down until reimbursement by the FAA.
- Cash at the end of April was at \$12.7 million, but on May 6<sup>th</sup> the revenue anticipation note of \$11.1 million was repaid. Staff would like to renew the revenue anticipation note as a line of credit.
- There is over \$2 million in the airport checking account.

**MOTION by Bill Keogh, SECOND by Helen Riehle, to accept the financial report and place the information on file. VOTING by rollcall: unanimous (5-0); motion carried.**

### **6.02 FY22 Budget Presentation**

Marie Friedman gave a brief presentation on the FY22 budget, noting the budget projects moderate growth based on the increase in air traffic at the airport. Revenues are projected at 55% of pre-COVID enplanements. The budget includes \$5.9 million in stimulus money. Expenses include money for repairs and maintenance for safety items and implementing energy efficiencies.

**MOTION by Bill Keogh, SECOND by Tim George, to accept the FY22 budget presentation and place the information on file. VOTING by rollcall: unanimous (5-0); motion carried.**

#### 6.03 Construction Update

Larry Lackey gave an update on airport projects including air carrier work (Phase 7 to be complete), thermoplastic markings on the runway, spring cleanup and repair of culverts, Airport Master Plan (FAA preliminary review underway), TIP (site plan before South Burlington DRB in June), security system (cameras being installed), inline baggage system (grant for engineering and design) Chamberlin School HVAC (summer timeframe), sound insulation pilot (grant application submitted), “hot spots” mitigation work (underway), noise monitoring equipment (securing easements).

**MOTION by Bill Keogh, SECOND by Tim George, to accept the construction update and place the information on file. VOTING by rollcall: unanimous (4-0)[Helen Riehle not present for vote]; motion carried.**

#### 7.0 SOUTH BURLINGTON SEAT UPDATE

None.

#### 8.0 DIRECTOR’S REPORT

Gene Richards reported:

- The airport team continues to step up and get a tremendous amount of work done.
- Beta Technology is doing incredible work. There is room at the airport for expansion by the company.
- An RFT has been issued for the rental car contract.

#### 9.0 COMMISSIONER ITEMS

##### 9.01 Sound Data

Staff will forward the data sheet showing the number of calls from area towns.

#### 10.0 FOLLOW UP ITEMS

- Noise data from the Air Guard – Bill Keogh suggested contacting the Public Relations Officer at the Air Guard to find out if noise data they receive can be provided to the Airport Commission.
- Rental Car issue – Staff noted an RFP is being done in light of having the QTA.
- Public right-to-know orientation – leave on the “to do” list.
- Sound date – Airport Commission agreed this should be a separate agenda item and posted on BoardDocs.

**MOTION by Bill Keogh, SECOND by Tim George, to accept the follow up report and keep the items as identified on the agenda going forward. VOTING by rollcall: unanimous (4-0)[Helen Riehle not present for vote]; motion carried.**

#### 11.0 ADJOURNMENT

**MOTION by Bill Keogh, SECOND by Tim George, to adjourn the meeting.  
VOTING by rollcall: unanimous (4-0)[Helen Riehle not present for vote]; motion carried.**

The meeting was adjourned at 5:23 PM.

*RScty by tape: MERiordan*