

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
June 16, 2021**

**DRAFT**

[Note: Meeting held by teleconference]

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

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

**OTHERS PRESENT:** Kristine Lott  
Jillian Getler  
Channel 17

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**1.0 CALL TO ORDER**

Bill Keogh called the teleconference meeting to order at 4 PM on 6/16/21.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Tim George, SECOND by Jeff Munger, to approve the agenda with the amendment to include the follow up items in the email, dated 6/14/21. VOTING by rollcall: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

Jillian Getler was introduced. Ms. Getler is a recent Rice High School graduate and is a summer intern at the airport.

**4.0 CONSENT AGENDA**

4.01 Minutes: May 19, 2021

4.02 Enplanements

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the consent agenda.**

**DISCUSSION:**

- Nic Longo pointed out per the passenger and operational statistics for the first time in a year the airport is in positive numbers over last year.

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

**5.0 ACTION ITEMS****5.01 Pike Airfield Mill & Overlay**

**MOTION by Helen Riehle, SECOND by Jeff Munger, to approve the Pike Airfield Mill & Overlay Contract as presented.**

**DISCUSSION:**

- Shelby Losier explained the RFP is to mill and overlay areas of the airfield that need to be addressed. The repairs need to be done before the inspection takes place. The cost of the work is \$262,000. Pike was the only responder to the RFP.

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

**5.02 Airfield Lease Agreement**

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to approve the Airfield Lease Agreement as presented.**

**DISCUSSION;**

- Nic Longo explained the airline lease agreement with Delta, American, JetBlue, and United has been in place for the past five years. The airlines agreed to extend the lease for one year while negotiations continue.
- Gene Richards said the contract is a good model to be used for the airline industry. Signatory airlines signed the agreement. Non-signatory airlines have a 25% increase in cost to operate at the airport. There are also incentives such as waiving fees to get additional services to the airport.

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

**6.0 COMMUNICATIONS and DISCUSSION****6.01 Finance Package**

**MOTION by Jeff Schulman, SECOND by Tim George, to accept the Finance Report as presented and place the information on file.**

**DISCUSSION:**

- Gene Richards reported the financial numbers for the airport are very good.

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

**6.02 Construction Update**

Larry Lackey reported on the numerous airport projects including apron work (wrapping up), Taxiway G alignment (complete), terminal integration project (expect DRB decision in July; have landscaping plan for the airport entrance on Williston Road), security system upgrade (ongoing; contract with Burlington Police is per the minimum requirement of TSA and FAA), in-line baggage system (preliminary conceptual review to start), Chamberlin School work (waiting for City Council to sign the agreement so work can begin), “hot spot” remediation (will move forward once grant is received), NOAA terminal renovations (working with GSA), noise monitoring equipment (working on easements; public will have access to noise data), glycol system upgrade (design and

permitting to be done first then construction grant will be pursued). Without objection the Construction Update Report was accepted and placed on file.

#### 6.03 Sound Data

Without objection the Sound Data Report was accepted and placed on file.

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

Helen Riehle reported the South Burlington Planning Commission appointed two people to a subcommittee to look at airport zoning changes in the area of the former dog park. Also, every city councilor had a tour of Beta Technology. Finally, airport administration staff is urged to use care in scheduling special meetings so all board members and the public can attend to have discussion.

### **8.0 DIRECTOR UPDATE**

Gene Richards reported:

- The airport has hit 9,000 enplanements. The airport is resilient thanks to the airport team and the airlines.
- Beta Technology is an amazing opportunity for the airport and the community. Burlington Airport performed at a high level during COVID for private aircraft training.
- There are many construction projects ongoing at the airport.
- Plans for the hotel moving forward will be heard in the next couple weeks.

Tim George mentioned holding meetings in different locations and touring places at the airport. Staff will make arrangements.

### **9.0 COMMISSIONER ITEMS**

There was discussion of the action taken at the recent special meeting on the regionalization of the airport governance. Helen Riehle said she wanted to have a conversation with the Governor prior to holding a vote on the report. Bill Keogh pointed out a charter change would have to be approved by the voters of Burlington to change the governance and management of the airport. The FAA would also have to approve the regionalization and the taxpayers of Burlington would have to be paid for the worth of the airport (\$75 million). Jeff Schulman said the report on regionalization of the airport governance produced by Attorney Blackwood was comprehensive. The airport is in a good position and is managed well. The risk to the region to alter the governance is ill advised. The City of Burlington is open to ways to improve such as allowing a Winooski seat on the Airport Commission and the noise program. Helen Riehle said there are still issues that need to be continually resolved and having conversation with the legislature and Governor would have been good before accepting the report. It was disappointing to see the charter change included another seat on the Airport Commission for Burlington along with the seat for Winooski. The extra Burlington seat could have been a seat for Williston so concerns of communities that are impacted could be heard. Also, the report omitted the court case between South Burlington and the airport on payment in lieu of taxes in terms of historical understanding. Tim George noted a seat for Williston was not part of the charter change approved by voters. Gene Richards urged looking at what has

been done for the past 100 years at the airport. The surrounding communities agreed with the history and the airport cannot override the Air Force. The City of Burlington has made a sacrifice financially and in management of the airport.

## **10.0 FOLLOW UP ITEMS**

### **10.1 Air Guard Public Relations Officer**

Gene Richard said discussions with the Air Guard on noise complaints will continue. The item will remain on the Airport Commission meeting agenda.

### **10.2 Rental Car Negotiations**

Staff reported the RFP process is still open. Attorney McNeil is working on the matter.

### **10.3 Public Right to Know Orientation**

Staff will work with the City Attorney on scheduling an orientation. The item will remain on the Airport Commission meeting agenda.

### **10.4 Sound Data Separate Agenda Item & Posted on BoardDocs Complete.**

### **10.5 Meeting Places**

Holding Airport Commission meetings in different locations at the airport will remain on the agenda.

## **11.0 ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Jeff Munger, to adjourn the meeting.**

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

The meeting was adjourned at 5:08 PM.

*RScty by tape: MERiordan*