

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
June 5, 2024**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Helen Riehle
Greg Shepler
Robin Guillian
Bryn Oakleaf

MEMBERS ABSENT: Jeff Schulman
Chip Mason

BTV STAFF PRESENT: Nic Longo, Director of Aviation
Marie Friedman, Director of Finance
Larry Lackey, Director of Engineering & Environmental Compliance
Dave Carman, Director of Aviation Operations
Jeff Bartley, Director of Innovation & Marketing
Hannah Dusablon, Executive Assistant

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

Aviation Commission Chair, Tim George, called the meeting to order at 4:01 PM and acknowledged those attending remotely.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the agenda as presented. VOTING: unanimous (5-0); motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: May 8, 2024

4.02 Minutes: May 16, 2024

MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the consent agenda as presented. VOTING: unanimous (5-0); motion carried.

5.0 ACTION ITEMS

5.01 Automated Exit Lanes Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to the Board of Finance and City Council to approve the execution of an FAA grant for design and construction of automated exit lanes as outlined.

DISCUSSION:

- Staff explained the automated exit lanes (there will be a total of four in the terminal).

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

5.02 Terminal Integration Project (TIP) Grant Acceptance

MOTION by Helen Riehle, SECOND by Bryn Oakleaf, to recommend to the Board of Finance and City Council to approve the execution of an FAA grant for additional eligible items related to the Terminal Integration Project as outlined.

DISCUSSION:

- Staff explained the additional grant funding for the TIP project.

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

5.03 Runway 15-33 Rehabilitation Contracts and Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to the Board of Finance and City Council to approve the following as outlined:

1. Accept and execute an FAA grant for Runway 15-33 rehabilitation work.
2. Approve a contract with SD Ireland, Inc. for Runway 15-33 rehabilitation construction work.
3. Approve a contract with Stantec Consulting for Runway 15-33 rehabilitation project scope and inspection.

DISCUSSION:

- Staff explained the runway 15-33 rehabilitation project that entails repaving the asphalt portion of the runway. The work will begin next year and be done at night.

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

5.04 Residential Sound Insulation Program (RSIP) Phase 4 Grant Acceptance and Design Contract

MOTION by Helen Riehle, SECOND by Bryn Oakleaf, to recommend to the Board of Finance and City Council to approve the following as outlined:

1. Accept and execute an FAA grant for Phase 4 of the Residential Sound Insulation Program.
2. Approve a contract with Strong Tower for the Residential Sound Insulation Program construction work.
3. Approve a contract with Jones Payne Group for Phase 4 Residential Sound Insulation Program oversight work.

DISCUSSION:

- Staff explained the grant and contracts include renovation of 16 houses in the sound insulation program plus design of the next phase of approximately 50 houses. An additional 34 houses are already designed. Staff is seeking additional funding for these houses.

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

5.05 Snow Removal Equipment (SRE) Building Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to City Council to approve the execution of a grant from the FAA for electrical conduit relocation for the snow removal equipment building as outlined.

DISCUSSION:

- **Staff noted the SRE building is under design and the electrical conduit needs to be relocated.**

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

5.06 Project Next Grant Acceptance, Construction Manager at Risk (CMAR) Contract, and Mass Timber Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to the Board of Finance and City Council to approval the following as outlined:

1. **CMAR Contract with Engelberth Construction, Inc. for the North Concourse Replacement Project (Project Next).**
2. **Accept and execute the FAA grant related to work on Project Next (North Concourse Replacement Project).**
3. **Accept and execute the Northern Borders Regional Commission (NBRC) grant for mass timber construction as part of the North Concourse Replacement Project (Project Next).**

DISCUSSION:

- **Staff explained the funding sources and funding opportunities for the \$34 million Project Next. The building design will accommodate larger and smaller planes coming to the airport. The target date for the project to be completed is 2026.**
- **There was mention of the waste management systems at the airport. Staff assured all are properly sized for the airport.**

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

6.0 FINANCIAL UPDATE

In addition to the written financial update provided to the Airport Commission, staff highlighted the following:

- FAA grant money is being closed out.
- Stimulus funds will continue to be drawn down.
- Revenues are at \$22.8 million. Operating revenues are strong.
- Expenses are at \$14.6 million due to projects.
- There is \$4.7 million in the airport checking account (cash on hand).
- AIP receivables are at \$6.47 million.
- City Council will act on the airport budget at the June 10, 2024 meeting.

7.0 CONSTRUCTION UPDATE

In addition to the written construction update provided to the Airport Commission, staff highlighted the following:

- Burlington Tech Center project is before the South Burlington DRB for review.
- Project Next will exceed \$34 million.

- The comprehensive sustainability report that was done for the airport covers food waste, water, wastewater, and solid waste management. The report is posted on the airport website.

8.0 NOISE COMPATIBILITY PROGRAM UPDATE

Staff reported:

- Residential Sound Program Phases 1 & 2 are complete and being closed out. The window issue with the Phase 3 work (52 houses) is settled and work will now begin.
- Next TAC meeting on the Noise Exposure Map Update has been pushed to August pending approval of the map by the FAA. Staff will update the website with the current meeting information.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director Longo reported:

- Staff attended the Jump Start Conference in Washington, DC (air service development conference) and met with over 12 airlines. The conference was very productive.
- Marketing news:
 - Marketing staff attended the tourism summit at Mount Snow. There was lots of good information and networking.
 - Staff is working on a mascot for the airport and will hold a reveal party when the mascot is determined.
 - A block party is planned for August to bring people to the airport.
 - Marketing and advertising rates will be adjusted based on the results of the study that was recently completed.
 - The airport is again sponsoring the annual BBQ gathering at the Lake Monsters baseball game on July 5, 2024.
- Scheduled seat numbers are strong even without JetBlue service to Burlington.

10.0 COMMISSIONER ITEMS

Helen Riehle noted she is now serving on the South Burlington Planning Commission which is working on redoing zoning relative to the state housing bills that passed and consolidating the two airport zones into one.

11.0 FOLLOW UP ITEMS

11.01 Complaints about so many small planes at the airport which are using leaded fuel (Helen Riehle) – Staff will research the matter.

12.0 EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Helen Riehle, SECOND by Robin Guillian, to find that premature public knowledge of information concerning contract negotiations regarding BTV Hotel, LLC would clearly place the City at a substantial disadvantage with such negotiations. VOTING: unanimous (5-0); motion carried.

MOTION by Helen Riehle, SECOND by Bryn Oakleaf, based on the finding above and pursuant to 1VSA313(a)(1)(A) to go into Executive Session to receive confidential

updates on contract negotiations regarding BTV Hotel, LLC, invite airport staff and Jeff Glasberg to attend, and adjourn the regular meeting as no action is expected following Executive Session. VOTING: unanimous (5-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 5:40 PM.

RScty by tape: MERiordan