

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
June 7, 2023**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Stephen Golick
Greg Shepler
Bryn Oakleaf
Helen Riehle
Robin Guillan

BTV STAFF PRESENT: Nic Longo, Director of Aviation
David Carman, Deputy Director of Aviation
Larry Lackey, Director of Engineering & Environmental Compliance
Marie Friedman, Director of Finance
Hannah Dusablon, Office Manager
BTV intern

OTHERS PRESENT: Individuals from Heritage
Dan Castrigano, resident
Jennifer Decker, resident
Jonathan Stott, resident
Peter Wyman, resident
Channel 17

1.0 CALL TO ORDER

Chair, Tim George, called the meeting to order at 4:07 PM on 6/7 /23.

2.0 AGENDA

2.01 Approve/Adopt Agenda

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

VOTING: unanimous (7-0); motion carried.

3.0 PUBLIC FORUM

- Dan Castrigano, resident, commented on the noise of the F-35 planes, the airport taking immediate climate action steps, banning private jets/aircraft and aircraft getting less passenger or freight miles as measured against the miles when all seats or cargo load is at maximum weight.
- Jennifer Decker, resident, alleged that VTANG is poisoning the Winooski River with “forever chemicals” and commented on the noise of F-35 planes, banning private jets from using Burlington Airport, and urging people to stop contributing to the problem and to stop flying.
- Jonathan Stott, EcoRise, urged a ban on private jets using Burlington Airport.

➤ Peter Wyman, resident, urged a ban on private jets using Burlington Airport.

4.0 CONSENT AGENDA

4.01 Enplanements

4.02 Minutes: May 3, 2023

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

DISCUSSION:

- Staff reported the airport handled 52,000 people in the month of April (12% over last month). Passenger numbers have nearly fully recovered. The numbers are still increasing. The landing weight is the highest ever for the month of April by a couple of hundred thousand pounds. These numbers are for air carrier operations only, not private jets or the military. Heritage, General Aviation, and the military keep their own statistics.

VOTING: unanimous (7-0); motion carried.

5.0 ACTION ITEMS

5.01 Residential Sound Insulation Program – Phase 3

MOTION by Helen Riehle, SECOND by Bryn Oakleaf, to approve and recommend to City Council and the Board of Finance to enter into a grant and two related contracts with Strong Tower Construction, Inc. and Jones Payne Group, Inc. for Phase 3 of the Residential Sound Insulation Program.

DISCUSSION:

- Staff explained the grant and associated contracts are for construction improvements for 50 houses in the Sound Insulation Program and oversight of the work. Staff explained how the houses are selected for the program (houses within the contour lines).
- Greg Shepler asked how the success of the program will be evaluated. Staff explained there will be testing of decibel levels and review of the contracts each year.

VOTING: unanimous (7-0); motion carried.

5.02 SRE Building Grant & Design

MOTION by Greg Shepler, SECOND by Bryn Oakleaf, to approve and recommend to the Board of Finance and City Council to enter into a grant and related contract with Passero Associates, Inc. for the design, permitting, and bidding for the airport SRE building project.

DISCUSSION:

- Staff explained the airport is in the process of designing a new snow removal equipment building in a new location at the airport.

VOTING: unanimous (7-0); motion carried.

5.03 Pavement Management Plan

MOTION by Greg Shepler, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council to approve a grant and related contract

with Hoyle Tanner & Associates, Inc. for airfield and vehicle service road improvements.

DISCUSSION:

- Staff explained the grant is for testing of pavement surfaces on the airfield for stability and condition to determine when to replace or rehab. This helps with capital planning.

VOTING: unanimous (7-0); motion carried.

5.04 Cargo Apron Design

MOTION by Greg Shepler, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council to approve a grant and related contract with Hoyle Tanner & Associates, Inc. for planning, design, permitting, and bidding of expanding the existing cargo apron.

DISCUSSION:

- Staff explained the grant application is for design only and then the airport will enter into a contract for the design work to expand the cargo apron to accommodate large cargo planes in one location.

VOTING: unanimous (7-0); motion carried.

5.05 Identity Management Software Suite Contract

MOTION by Greg Shepler, SECOND by Helen Riehle, to approve and recommend to City Council and the Board of Finance approval to enter into a contract with Alert Enterprise for badging and security software and associated professional services.

DISCUSSION:

- Staff explained the contract is for badges for employees and anyone with a badge at the airport. The software will streamline the process.
- Bryn Oakleaf asked if a 20% contingency is standard. Staff confirmed this.
- Greg Shepler asked if there is a periodic assessment and review of the security system. Staff explained the airport is in the process of an assessment with TSA (the airport badges TSA) and the airport security team does continuous random checks of the system.

VOTING: unanimous (7-0); motion carried.

5.06 Airport Budget Amendment AIP-125

MOTION by Greg Shepler, SECOND by Helen Riehle, to approve and recommend to City Council and the Board of Finance approval of the budget amendment relative to AIP-125 as presented.

DISCUSSION:

- Staff explained the grant for the new terminal integration project had change orders requiring the budget amendment.

VOTING: unanimous (7-0); motion carried.

5.07 Airport Circle Pavement Contract

MOTION by Greg Shepler, SECOND by Jeff Schulman, to approve and recommend to City Council and the Board of Finance approval of a contract with SD Ireland Construction and related budget amendment for repaving a portion of Airport Circle.

DISCUSSION:

- **Staff explained the paving will occur on Airport Circle on the south end from Airport Drive to the northerly skywalk and includes the taxi lane. The new pavement is expected to last up to 15 years. Airport maintenance staff will do the line painting. There will be an infiltration system to control runoff.**

VOTING: unanimous (7-0); motion carried.

6.0 CONSTRUCTION UPDATE

In addition to the written report, Larry Lackey mentioned staff applied for seven grants this year.

Steve Golick asked for an explanation of the difference between a boarding bridge and a gate. Nic Longo said the bridge connects to the aircraft. The gates are areas with seating and services for passengers prior to boarding.

Tim George commented on the closeout process for grants taking longer. Larry Lackey said there were many grants and many closeouts.

7.0 FINANCIAL UPDATE

Staff reported:

- The last of the ARPA monies are being carried over into the upcoming fiscal year. The funds are being expended with the expectation of completion this year.
- Revenues through April are \$22.6 million. Revenues are higher across the board.
- Expenses are \$13.2 million and include a full year of QTA operation, garage maintenance, lighting, fire alarm work, and pavement projects.
- Cash in the airport checking account is over \$6 million
- Staff is in contact with the FAA on grants and accounts receivables.

8.0 NOISE DATA

Staff reported 650 comments in total have been received to date, 27 comments from the last month. The heat map is posted. A breakdown of comments by aircraft and by town is shown.

Greg Shepler mentioned showing whether complaints have abated in the area where sound insulation has been installed. Nic Longo agreed it would be interesting to overlay the noise contour map. It was noted the technical advisory committee and regional advisory committee as part of the sound program are expected to resume meetings in August 2023.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- Nic Longo thanked City Council for the reconfirmation as Aviation Director for the next three years.
- Nic Longo and Hannah Dusablon will be attending an upcoming conference and will meet with eight airlines to encourage use of Burlington Airport.
- Nic Longo was invited to speak at the International Airport Summit regarding capacity constraints with growing airport markets.
- Dave Carman will fill in while Nic Longo is on vacation.
- The construction season is kicking off at the airport.
- The north expansion terminal project is making progress.
- Conversations have taken place with the City of South Burlington on maintaining and growing green space across from the airport with the understanding of what the airport needs for future opportunities.
- The airport hosted a job fair event.
- Nic Longo has been on several radio talk shows discussing the airport.
- A response was sent on May 4, 2023 to the request regarding aircraft using the airport and what the airport can allow or not allow. The airport cannot prohibit private planes and per federal statutory requirements the airport must be available for public use.
- Staff met with the FAA Regional Administrator to discuss airport finances and growth needs for passengers.
- A consultant has been hired to help with the branding of the airport with the new name and identity.
- Positive progress in filling positions outlined in the airport reorganization continues.
- Airport Commission annual reorganization meeting is in July.

There was discussion of potential management techniques (possibly assigning reasonable time, place restrictions) and assessment of planes with inappropriate impact. Staff is looking at what the airport can control with regard to environmental impacts by the use of buildings materials, heat pumps, growth of sustainable fuels, and such. The airport cannot ban any aircraft. It was suggested the airport communicate to the public information on the steps being taken to reduce the carbon footprint of the airport. Representatives from Heritage Aviation said Heritage is working hard to bring sustainable jet fuel to Vermont (very expensive fuel) and doing much inside the building(s) to reduce the carbon footprint.

10.0 COMMISSIONER ITEMS

- Greg Shepler recommended the book on the Wright Brothers by David McCullough that he is reading.

11.0 FOLLOW UP ITEMS

11.01 Queue Permits for Taxi Drivers (Nic Longo) –Staff continues to work on the matter. Retain on agenda.

11.02 Briefing North Terminal Building (Jeff Schulman) – A presentation at the July meeting is anticipated. Retain on agenda.

12.0 ADJOURNMENT

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

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 5:54 PM.

Next meeting: July 5, 2023 at 4 PM.

RScty by tape: MERiordan