

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
July 20, 2022**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Helen Riehle
Eric Vorwald
Greg Shepler
Robin Guillian

MEMBERS ABSENT: Jeff Schulman

BTV STAFF PRESENT: Nic Longo, Director of Aviation
David Carman, Deputy Director of Aviation Operations
Marie Friedman, Director of Finance
Larry Lackey, Director of Engineering & Environmental Compliance
Shelby Losier, Director of Ground Operations (via Zoom)
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

The meeting was called the meeting to order at 4 PM on 7/20/22.

2.0 AGENDA

2.01 Approve/Adopt Agenda

There were no changes to the agenda.

2.02 Election of Chair

MOTION by , SECOND by , to nominate Tim George as Chair of the Airport Commission. There were no other nominations. **VOTING: unanimous; motion carried.**

Tim George is Chair of the Burlington Airport Commission and facilitated the meeting.

2.03 Election of Vice Chair

Tabled.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: June 22, 2022

4.02 Enplanements

MOTION by Eric Vorwald, SECOND by Helen Riehle, to approve the consent agenda as presented.

DISCUSSION:

- Staff noted the enplanement numbers for June are strong.

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

5.0 ACTION ITEMS

5.01 Beta Technologies Ground Lease

Nic Longo explained the lease agreements in place with Beta Technologies and reviewed the ground lease approved by City Council. There was discussion of the access road and development of the quarry area.

MOTION by Helen Riehle, SECOND by Greg Shepler, to confirm City Council support of the Beta Technologies ground lease.

DISCUSSION:

- Robin Guillian asked about a height requirement. Nic Longo said the FAA authorizes how high Beta can go. The lease says Beta must meet all local, state, and federal requirements.
- Robin Guillian asked if other businesses in the building are secured in their leases. Nic Longo said the businesses have long term leases, but the lease with Beta does say they can occupy any expired space or relocate the business occupying the space at Beta's expense. There was discussion of other leases in the building

VOTING: unanimous (6-0); motion carried.

5.02 Taxiway A Mill & Overlay Project

MOTION by Eric Vorwald, SECOND by Helen Riehle, to recommend that the Board of Finance and City Council accept the FAA grant and approve the contracts for the Taxiway A mill and overlay project.

DISCUSSION:

- Larry Lackey explained the work to be done on Taxiway A.

VOTING: unanimous (6-0); motion carried.

5.03 Contracts with NENA for Improvement to Eight Homes

MOTION by Helen Riehle, SECOND by Greg Shepler, to authorize signing the contracts with NENA for construction improvements on eight houses in the sound insulation pilot project.

DISCUSSION:

- Larry Lackey explained a preconstruction grant was received to do improvements to eight houses in the pilot program.
- Helen Riehle asked if Efficiency Vermont and Vermont Gas are included. Nic Longo said they are not part of the grant, but are collaborating with the homeowners.
- Homeowner participation in the program was explained.

VOTING: unanimous (6-0); motion carried.

6.0 CONSTRUCTION UPDATE

6.01 Construction Project Report

A written project update was included in the meeting packet. Larry Lackey noted other projects to those listed in the update are the maintenance garage and the full overlay of the main runway (largest project to date at the airport).

7.0 FINANCIAL PACKAGE

Marie Friedman explained the information provided in the monthly airport financial package, use of stimulus (covid) money and the grant anticipation note, revenues (\$20 million through May) and expenses (\$13.3 million). The airport is making significant headway toward getting back to pre-covid numbers. There was mention of the fire/rescue contribution to the airport by the Air National Guard, and FAA grants that are received without which the airport could not complete the projects that are needed.

Gary Shepler asked if staff contemplates revenue enhancers needed in the future. Marie Friedman said staff is frugal in spending and conservative in budgeting. Airlines are confident with the Burlington market and increasing service. There are many projects to be done at the airport in the future. Nic Longo added staff manages risk through appropriate contracts with airline partners. Much is accomplished at the airport using the master plan and forecasting. The airport is in the process of right sizing the terminal for anticipated traffic in the future.

8.0 NOISE MONITORING SYSTEM DATA

8.01 Noise Data

Data collected to date were provided to the Airport Commission for review. The data show aircraft information and comments from the public. It was noted that 48% of the comments are from one single address in Burlington.

Staff showed data occurring in real time from the noise monitoring equipment.

9.0 COMMISSIONER ITEMS

Tim George gave a brief update on the Airport Director search process.

10.0 AVIATION DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- Eligibility and design criteria are being created for the new maintenance facility at the airport and its location.
- Terminal integration project is wrapping up and expected to be open by October 2022.
- Other projects underway include the north side of the terminal and the hotel which is expected to break ground in the fall.
- An employee BBQ was held at the airport and tickets provided to staff and family for a Lake Monsters baseball game.
- Two additional airport ambassadors have been hired.
- Greg Hill is retiring on August 1, 2022 after 44 years of service at the airport in airfield maintenance.

11.0 FOLLOW UP ITEMS

11.01 Orientation conducted by airport staff on public right-to-know (Tim George) – Staff reported the orientation will occur in September with the City Attorney.

11.02 Airport Commission Policies and Procedures (Eric Vorwald) – Eric Vorwald will review policies/procedures and report to the Airport Commission.

11.03 Update on Progress of Airport Director Interviews (Helen Riehl) – An update will be provided.

12.0 ADJOURNMENT

MOTION by Eric Vorwald, SECOND by Greg Shepler, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 6:11 PM.

Next meeting: August 3, 2022 at 4 PM.

RScty by tape: MERiordan