

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
July 21, 2021**

DRAFT

[Note: Hybrid meeting held in-person and by teleconference]

MEMBERS PRESENT: Bill Keogh
Jeff Schulman
Tim George
Helen Riehle [arrived 4:37 PM]

MEMBERS ABSENT: Jeff Munger

BTV STAFF PRESENT: Nic Longo, Interim 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
Jillian Getler, intern

OTHERS PRESENT: Kristine Lott
Channel 17

1.0 CALL TO ORDER

Nic Longo opened the hybrid meeting at 4:07 PM on 7/21/21.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Bill Keogh, SECOND by Tim George, to approve the agenda with the amendment to add organization election of Airport Commission Chair and Vice Chair as Items 2.02 and 2.03 respectively. VOTING: unanimous (3-0)[Helen Riehle not present for vote]; motion carried.

2.02 Election of Chair

MOTION by Tim George, SECOND by Jeff Schulman, to nominate Bill Keogh as Airport Commission Chair. There were no other nominations. VOTING: unanimous (3-0) [Helen Riehle not present for vote]; motion carried.

Bill Keogh is Chair of the Airport Commission and assumed facilitation of the meeting.

2.03 Election of Vice Chair

MOTION by Jeff Schulman, SECOND by Bill Keogh, to nominate Tim George as Airport Commission Vice Chair. There were no other nominations. VOTING: unanimous (3-0)[Helen Riehle not present for vote]; motion carried.

Tim George is Vice Chair of the Airport Commission.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: June 14, 2021 Special Meeting

4.02 Minutes: June 16, 2021 Regular Meeting

4.03 Enplanements

MOTION by Tim George, SECOND by Bill Keogh, to approve the consent agenda with a note that the votes reflected in the minutes were not by rollcall. VOTING: unanimous (3-0)[Helen Riehle not present for vote]; motion carried.

5.0 ACTION ITEMS

5.01 Engelberth Construction Contract

MOTION by Tim George, SECOND by Jeff Schulman, to approve the Engelberth Construction Contract as presented.

DISCUSSION:

- Larry Lackey briefly explained the contract for expansion of the NOAA space at the airport and funding for the project.

VOTING: unanimous (3-0)[Helen Riehle not present for vote]; motion carried.

5.02 Freeman French Freeman Architects Contract

MOTION by Tim George, SECOND by Jeff Schulman, to approve and recommend the Board of Finance and City Council approve the Freeman French Freeman Architects Contract as proposed.

DISCUSSION:

- Larry Lackey explained the architect contract is related to the NOAA expansion project.

VOTING: unanimous (3-0)[Helen Riehle not present for vote]; motion carried.

6.0 COMMUNICATIONS and DISCUSSION

6.01 Finance Package

Marie Friedman reported:

- The airport received \$8.7 million in CARES Act money and has drawn down \$7.3 million to date to cover operating expenditures and local share contributions. The airport also received a CRSSA grant used to cover operating expenses. Less drawdown of stimulus money is needed to cover operating expenses over time and as passenger numbers increase.
- Debt coverage score is 1.39.
- YTD revenues are augmented by stimulus money. Revenues from the parking garage, rental cars, and CFCs saw the biggest decline.
- YTD expenses are down because staff scaled back where possible so less money was spent.
- AIP Receivables at \$2 million as of June 30, 2021.
- No money owed on the grant anticipation note.
- Cash as of 6/30/21 was \$2.8 million.

Nic Longo noted stimulus money also is providing relief to concessions and marketing at the airport. Staff is doing a new application for PFC projects.

Jeff Schulman asked if revenues are anticipated to return to normal before the grants run out. Marie Friedman said the airport has up to four years to spend the grant money. Conservative, but realistic assumptions were made in the budget for revenues. Nic Longo added the airport is at 60% to 75% of the numbers and trending in the right direction.

6.02 Construction Update

Larry Lackey reported:

- Apron work continues (\$9 million in projects).
- Taxiway G project is being closed out.
- Airport Master Plan has been reviewed by the FAA.
- Terminal Integration Project (\$16.5 million project) should break ground in August.
- Security improvement project is ongoing (\$1.2 million project).
- In-line baggage screening preliminary design to begin in order to determine the project cost.
- Chamberlin School HVAC project (\$1.6 million) is underway.
- Sound insulation pilot project will start once the grant is received.
- “Hot spot” mediation (\$3.5 million project) includes guard lights, markings, repaving Taxiway Charlie from Runway 1-19 to the cargo apron.
- Noise monitoring equipment easements have been secured and bases are being installed.
- Glycol system upgrade scoping session scheduled with the FAA.

Without objection the construction update report was accepted and placed on file.

7.0 SOUND DATA

7.01 Noise Feedback List

Staff showed the data points reflecting noise calls. There are fewer calls this month than last month. The new noise monitoring system will record and map calls received.

Without objection the noise feedback list was accepted and placed on file.

8.0 RECONSIDER PROCEDURAL RULES

There were no comments on the document. The item will be added to the next meeting agenda for action.

9.0 SOUTH BURLINGTON SEAT UPDATE

There was clarification of how the noise monitoring data will provide useful information to better address noise complaints.

10.0 DIRECTOR UPDATE

Interim Aviation Director, Nic Longo, reported:

- Staff's work will continue to support the airport mission.
- The terminal apron work, Beta project, and terminal expansion are incredibly important project for the airport.
- The airport continues to work with Beta on future lease of space.
- Portions of the capital plan with the FAA will be mentioned at each Airport Commission meeting.
- Airport operations team has low employee numbers. Staff is working hard to fill positions with qualified people.
- American Association of Airport Executives conference hosted by the airport is August 16-18, 2021.
- The annual FAA inspection is complete and went well.

11.0 COMMISSIONER ITEMS

There was discussion of contracts that are approved by the Airport Commission being provided in the meeting packets.

12.0 FOLLOW UP ITEMS

12.1 Air Guard Public Relations Officer

The item will remain on the Airport Commission meeting agenda.

12.2 Rental Car Negotiations

Staff reported the RFP process will continue. The item will remain on the Airport Commission meeting agenda.

12.3 Public Right to Know Orientation

The item will remain on the Airport Commission meeting agenda.

12.4 Meeting Places

The item will remain on the Airport Commission meeting agenda.

13.0 ADJOURNMENT

MOTION by Bill Keogh, SECOND by Tim George, to adjourn the meeting.

VOTING by rollcall: unanimous (4-0); motion carried.

The meeting was adjourned at 5:25 PM.

RScty by tape: MERiordan