

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
August 19, 2020**

DRAFT

[Note: Meeting held by teleconference.]

MEMBERS PRESENT: Jeff Munger
Bill Keogh
Tim George
Jeff Schulman

MEMBERS ABSENT: Helen Riehle

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

OTHERS PRESENT: Kristine Lott, Mayor of Winooski
Channel 17

1.0 CALL TO ORDER

Gene Richards, Director of Aviation, opened the teleconference meeting at 4:05 PM on August 19, 2020 and facilitated the election of the Airport Commission Chair.

2.0 ELECTION OF OFFICERS

Chair

MOTION by Bill Keogh, SECOND by Tim George, to nominate Jeff Munger as Chair of the Burlington Airport Commission. VOTING: unanimous; motion carried.

Jeff Munger is Chair of the Airport Commission and assumed facilitation of the meeting.

Vice Chair

MOTION by Tim George, SECOND by Jeff Schulman, to nominate Bill Keogh as Vice Chair of the Burlington Airport Commission. VOTING: unanimous; motion carried.

Bill Keogh is Vice Chair of the Airport Commission.

3.0 AGENDA

3.01 Approve/Adopt Agenda

MOTION by Bill Keogh, SECOND by Jeff Schulman, to accept the agenda that includes the election of Chair and Vice Chair of the Airport Commission. VOTING: unanimous (4-0); motion carried.

4.0 PUBLIC FORUM

There were no comments from the public.

5.0 COMMUNICATIONS

5.01 Finance Package

Marie Friedman reported FY20 revenues were impacted by the COVID pandemic and expenses were slightly higher. Staff continues to work to control expenditures. The airport received a Cares Act grant of \$8.7 million and has a 12-month revenue anticipation note to help ensure cash flow for airport operations. AIP projects in process continue to move forward. The airport will be reimbursed by the FAA for these expenditures.

Bill Keogh asked if the decrease in police funding by the City of Burlington will impact the airport. Gene Richards said the airport has a contract with BPD for 7.5 officers for 24/7 coverage.

There was discussion of how the airport is positioning to handle the continued impact of COVID and the anticipated rebound once the pandemic is over.

5.02 Construction Update

Larry Lackey gave a visual presentation of the Quick Turnaround (QTA) project and reported on the status of projects at the airport including air carrier apron rehab Phases 6 & 6A (Phase 6 will be complete by end of November and Phase 6A will be complete in 2021 construction season), Taxiway G realignment (will be complete this season), airport master plan (will be holding public meeting in near future), hotel (permitting nearly complete), Valley West apron rehab (finalizing contract with ECI), parking garage maintenance (postponed), terminal integration project (out to bid and applying for grant), maintenance garage addition (on hold), security system (will begin in fall after receive grant), south apron and glycol treatment (will start in 2021 after receive grant), aviation easements (on hold), Chamberlin School HVAC (will begin in 2021 after receive grant), noise monitoring equipment (will install in fall after receive grant), and miscellaneous work (3060 Williston Road, Heritage SW hangar, Beta North hangar, multi-purpose SRE).

5.03 Items Sent to Board of Finance and City Council since 4/27/20
Covered in Finance report (Item 5.01).

6.0 SOUTH BURLINGTON SEAT UPDATE

No report.

7.0 DIRECTOR'S REPORT

Gene Richards reported:

- Matt Walker, Director of Maintenance, was introduced.
- Kirby Cottages was sold to Beta Technologies for workforce housing.

- A community garden has been planted at the airport and the produce is being donated to the South Burlington food shelf.
- Tours of the Beta Technology facility can be arranged for airport commissioners upon request.
- Businesses in the buildings owned by the airport at 3060 and 3090 Williston Road are performing well. There are no vacancies in the buildings.
- The airport is cleaning up the “south 40” area for future growth.
- The airport will be in a good position with the QTA and the taxiway and apron work when flights return to pre-COVID levels and business rebounds. In the meantime, the airport is set up to protect employees and the public.

8.0 COMMISSIONER ITEMS

- Tim George asked about Nic Longo’s additional responsibilities. Gene Richards said Nic Longo is now the Deputy Director of Aviation, Operations and will handle keeping the airport safe and working within FAA regulations.
- There was discussion of informing the airport commissioners of any agenda changes as early as possible.
- There was discussion of the noise monitoring system and the request from the community to monitor noise at the airport. The airport anticipates receiving funding from the FAA for three monitors.
- The publication and video on the airport’s 100-year anniversary are very informative.
- The work and effort of the staff through the pandemic are recognized.

9.0 ADJOURNMENT

MOTION by Tim George, SECOND by Jeff Schulman, to adjourn the meeting.

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

The meeting adjourned at 5:38 PM.

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