

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
August 3, 2022**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Eric Vorwald
Greg Shepler
Robin Guillian
Jeff Schulman

MEMBERS ABSENT: Helen Riehle

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)

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

Tim George, Chair, called the meeting to order at 4 PM on 8/3/22.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Eric Vorwald, SECOND by Greg Shepler, to approve the agenda with correction of the meeting date to August 3, 2022. VOTING: unanimous (5-0); motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: July 20, 2022

4.02 Enplanements

MOTION by Eric Vorwald, SECOND by Greg Shepler, to approve the consent agenda with correction to the 7/20/22 minutes as follows:

- **Add Eric Vorwald as the maker of the motion to elect the Chair of the Airport Commission.**
- **Correct the voting in Item 5.03 to read “(6-0)”.**
- **Correct the spelling of “Riehle” in Item 11.03.**
- **Add an explanation of the change in the next meeting date to state that the change in the meeting date is to allow time to review grants and contracts and accommodate staff vacation times.**

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

5.0 ACTION ITEMS

5.01 Environmental Assessment Grant and Contract with Passero Associates

MOTION by Eric Vorwald, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to approve the FAA grant for an environmental assessment (EA) and associated contract with Passero Associates for the work.

DISCUSSION:

- Staff explained the EA is one of the identified projects in the airport master plan to analyze environmental impacts of all the other projects at the airport. The work will include obstruction removal (mainly trees) around the vicinity of the airport as required by the FAA.

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

5.02 Gate 12 Passenger Boarding Bridge

Staff explained the new jet bridge and associated work. The jet bridge will be one of the largest at the airport.

MOTION by Eric Vorwald, SECOND by Gary Shepler, to recommend to the Board of Finance and City Council to approve the FAA grant for a new Gate 12 passenger boarding bridge project and contract for construction with Engelberth Construction, Inc. and inspection services with Jacobs Engineering Group, Inc.

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

5.03 Residential Sound Insulation Program Phase 1

MOTION by Eric Vorwald, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to approve the FAA grant for the Residential Sound Insulation Project Phase 1 and contracts for construction and inspection services for the project with NENA Construction, Inc. and Jones Payne Group, Inc.

DISCUSSION:

- Staff explained this is the next phase of the project for sound insulation and covers seven houses for design and construction and 54 houses for design only. The cost for each house has increased to \$100,000 per house.
- Vermont Gas involvement in the project was explained.
- There was discussion of FAA funding for noise mitigation and how testing for noise is done.
- There was mention of alternate funding sources for the local share of the grant through the Office of Local Defense Community Cooperative.

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

5.04 Noise Exposure Map Update

MOTION by Eric Vorwald, SEOND by Greg Shepler, to recommend to the Board of Finance and City Council to approve the FAA grant for updating the current Noise Exposure Map as well as execute the contract with Jones Payne Group, Inc. to carry out the work under the grant.

DISCUSSION:

- **Staff explained the requirement to update the map showing the houses eligible for noise mitigation. There was discussion of eligible houses within the DNL contour.**

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

6.0 CONSTRUCTION UPDATE**6.01 Construction Project Report**

A written project update was included in the meeting packet. Larry Lackey noted the addition of the jet bridge and north concourse improvements to the list of projects.

7.0 FINANCIAL PACKAGE

Marie Friedman pointed out a ‘revenue recovery metric chart’ is included with the financial report. Revenue and passenger numbers continue to recover well.

There was discussion of staffing at the airport and efforts to fill vacancies.

8.0 COMMISSIONER ITEMS**8.01 Election of Vice Chair**

MOTION by Eric Vorwald, SECOND by Greg Shepler, to nominate Jeff Schulman as Vice Chair of the Airport Commission. There were no other nominations.

VOTING: unanimous; motion carried.

Jeff Schulman is Vice Chair of the Airport Commission.

8.02 Director of Aviation Search Process

Tim George reported the first round of interviews will wrap up in the next two weeks before the second round of interviews begin. The search committee is a cross-section of people who interact with the Aviation Director in some capacity.

8.03 Seventh Seat on Airport Commission

Tim George reported City Council will vote on a candidate for the seventh seat on the Airport Commission at the August 15, 2022 City Council meeting.

9.0 AVIATION DIRECTOR’S REPORT

Aviation Director, Nic Longo, reported:

- The maintenance facility is being designed.
- North concourse renovations are out to bid.
- A retirement celebration for Greg Hill was held to acknowledge 44 years of service in airfield maintenance at the airport.
- Hannah Lumbra is getting married while on vacation leave.

10.0 FOLLOW UP ITEMS

10.01 Orientation conducted by airport staff on public right-to-know (Tim George) – the orientation with the City Attorney is on track for September.

10.02 Update Airport Commission Policies and Procedures (Eric Vorwald) – Input will be gathered from the Airport Commission on the update.

11.0 ADJOURNMENT

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

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

The meeting was adjourned at 5:23 PM.

Next meeting: September 21, 2022 at 4 PM.

RScty by tape: MERiordan