

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
September 15, 2021**

DRAFT

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

MEMBERS PRESENT: Bill Keogh
Tim George
Jeff Schulman
Helen Riehle
MEMBERS ABSENT: Jeff Munger
BTV STAFF PRESENT: Nic Longo, Acting 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
Ken White, intern
OTHERS PRESENT: Mayor Miro Weinbeger
Mayor Kristine Lott
Jake Borgeson, USDA Wildlife Biologist
Channel 17

1.0 CALL TO ORDER

Chair, Bill Keogh, called the hybrid meeting to order at 4 PM on 8/18/21.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Tim George, SECOND by Jeff Schulman, to approve the agenda with the addition of a General Affairs item. VOTING: unanimous (4-0); motion carried.

3.0 PUBLIC FORUM

None.

4.0 PRESENTATION

4.01 Wildlife – USDA Wildlife Biologist, Jake Borgeson

Jake Borgeson gave a presentation on the Airport Wildlife Hazard Mitigation Program that began in 2011 at Burlington Airport to better manage hazard mitigation of birds and mammals on the airport property and to train staff in mitigation measures.

5.0 CONSENT AGENDA

5.01 Minutes: August 18, 2021 Meeting

5.02 Enplanements

MOTION by Tim George, SECOND by Helen Riehle, to approve the consent agenda as presented. VOTING: unanimous (4-0); motion carried.

6.0 STATUS OF DIRECTOR OF AVIATION POSITION

Mayor Weinberger stated the support of City Hall of acting Aviation Director, Nic Longo, and the airport administration team. There was discussion of filling the Aviation Director position, the role of the Airport Commission in the selection and evaluation of the Aviation Director, filling the Deputy Aviation Director position and minor reorganization of a branch of airport operations.

7.0 ACTION ITEMS

7.01 FAA Airport American Rescue Plan Act Grants

MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to City Council to authorize the mayor to execute the Airport Rescue Grant Program Primary Airport Grant with the FAA in the amount of \$7,011,809 with a 10% contingency of \$701,181 for a total of \$7,712,990 subject to final review and approval by the City Attorney.

DISCUSSION:

- Staff reported this is the third grant the airport has received. The funding will be used for airport operations and grant local share.

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

7.02 AIP-127 Grant Amendment

MOITON by Tim George, SECOND by Helen Riehle, to accept Amendment Letter #1 for AIP-127 under the Airport Coronavirus Response Grant Program Primary Airport Grant with the FAA in the amount of \$992 increasing the grant to \$3,858,191 and authorize the mayor to execute the amendment to affect the increase subject to review and approval by the City Attorney.

DISCUSSION:

- Staff explained the amendment is a reallocation of grant funds not accepted/used by other airports.

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

8.0 FINANCE PACKAGE

Marie Friedman reported it appears the corner is being turned with enplanements. There is more air traffic happening. The financial package does not include a debt score because there is no payment on debt right now due to the refinance. The airport has drawn down \$7.3 million of the \$8.7 million in CARES Act funding. The money can be used for local share on grants. The airport has spent \$2.1 million of the \$4.4 million in CRSSA grant funding leaving \$1.7 million available. Year-to-date revenues as of July are \$1.6 million which is higher than last year by \$736,000. Year-to-date expenses are \$850,000 which is \$100,000 higher from the previous year. Cash account is at \$4.8 million. The airport does not owe the city. Staff is busy closing out the last fiscal year in preparation for the auditors in October. AIP Receivables show the airport is owed \$2.3 million from the FAA and expects to receive \$1.4 million in the short term.

Without objection the finance report was accepted and placed on file.

9.0 SOUND DATA

Staff reported on noise complaint data from VTANG for 2020 and 2021 which showed in 2020 VTANG received 191 complaints from 312 different people and 1,241 complaints from 448 different people in 2021. Staff noted the airport had no submissions this past month. Going forward year-to-date data on the number of complaints the airport has received will be provided. Once the new sound system is online patterns of complaints geographically and how to potentially resolve complaints will be identified. The airport received three noise monitoring devices from the FAA.

10.0 CONSTRUCTION UPDATE

Staff gave a brief update on the terminal integration project (construction started), master plan update (FAA will use the plan to evaluate the airport layout map), Chamberlin School HVAC upgrade (installed and operating), and the sound insulation pilot program (grant received and kick-off meeting to be held to identify 10 houses for the pilot).

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

Capital Improvement Plan

Nic Longo explained as part of the master plan and airport layout map the airport must program the capital improvement plan. Through 2027 there is \$125 million in projects plus \$25 million in the noise program. FAA grant funding will be sought.

There was discussion of accessing potential funding for airport capital projects.

11.0 DIRECTOR'S REPORT

Acting Aviation Director, Nic Longo, reported:

- The Sustainability Report covers environmentally friendly, net zero, sustainable efforts at the airport. Airport administration is moving forward with an implementation plan.
- A calendar is being prepared showing guest presentations and future action items to be addressed by the Airport Commission. (Bill Keogh suggested performance review of the Aviation Director should be added to the calendar.)
- Thanks are extended to VTANG for the 9-11 memorial service.

12.0 COMMISSIONER ITEMS/GENERAL AFFAIRS

Request was made for an update on taxi/uber service at the airport at the next meeting.

13.0 ADJOURNMENT

MOTION by Helen Riehle, SECOND by Tim George, to adjourn the meeting.

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

The meeting was adjourned at 5:49 PM.