

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
September 16, 2020**

DRAFT

[Note: Meeting held by teleconference.]

MEMBERS PRESENT: Jeff Munger
Tim George
Jeff Schulman
Helen Riehle

MEMBERS ABSENT: Bill Keogh

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: Channel 17

1.0 CALL TO ORDER

Airport Commission Chair, Jeff Munger, called the meeting to order at 4:03 PM on September 16, 2020.

2.0 AGENDA

2.01 Approve/Adopt Agenda

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

3.0 PUBLIC FORUM

There were no comments from the public.

4.0 COMMUNICATIONS

4.01 Finance Package

Marie Friedman highlighted the following:

- The airport received \$8.7 million from the Cares Act in May and has drawn down \$2.3 million for expenses in the previous fiscal year ending June 2020, \$422,000 for July expenditures (salaries, operating expenses), and \$630,000 for reimbursement of other expenditures.
- Debt coverage score was 1.56 for July.
- Total revenues for July were down by \$746,000 from the previous year in July due to decrease in enplanements, parking garage revenue, car rentals caused by the pandemic.
- Expenses were under \$800,000 for July. The airport has continued to address safety or FAA related activities.

- AIP Receivables at \$2.5 million as of August 31, 2020. There were large payments for projects (Taxiway G, apron Phase 6) and \$1.8 million received in reimbursements from the FAA.
- No money is owed on the grant anticipation note to date and no money is owed to the city as of the end of August.

Tim George asked about the August financials. Marie Friedman explained the actual numbers for August have not yet been received and will be reported at the next meeting. Tim George asked if CARE Act funds were used to support the debt coverage score. Marie Friedman confirmed operating expenses from the operating grant are being used.

4.02 Construction Update

Larry Lacky reported on the ongoing progress of projects at the airport including Phase 6 of the apron rehab (underway), Taxiway Golf realignment (finished this construction season), hotel (DRB hearing continued to November), terminal integration project (four proposals received), new security system (beginning in October), TSA baggage screening system (RFPs out for design of the system), south apron overnight area (construction will start in spring), Chamberlin School HVAC improvements (grant was received), noise monitoring equipment (working on contracts), and Heritage and Beta Technologies large scale hangar expansions.

Helen Riehle asked if the Chamberlin School HVAC will have COVID filters. Nic Longo explained the design of the system to satisfy FAA guidelines has started. Other items that are needed such as filters will be incorporated as best possible. The design and construction are 100% funded for the school.

Staff reported two federal grants were issued for the New England region and Burlington Airport received them both. The efforts of the Congressional delegation are recognized.

5.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle said the South Burlington City Council asked about the use of Kirby Cottages by Beta Technologies. Gene Richards said Beta Technologies is making the housing available to their employees and visiting engineers.

6.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airport team is leveraging every minute to get more resources for the airport so projects can be finished. Everyone is thinking ahead and stepping up.
- The relationship with the airlines is being maintained.
- Good communication with the Airport Commission is essential. Ideas for agenda items should be forwarded to staff a couple weeks prior to each Airport Commission meeting.

Tim George requested any announcements received by staff be forwarded to the commissioners.

Jeff Munger asked for an update on how the airport is recovering from the pandemic. Gene Richards said more people are flying because flying is safe. Staff will provide an enplanement report each month.

7.0 COMMISSIONER ITEMS

No report.

8.0 NEXT MEETING/ADJOURNMENT

Next Meeting

October 21, 2020

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.

RScty by tape: MERiordan