

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
June 20, 2018**

APPROVED – 7/18/18

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Jeff Schulman [via telephone]
Helen Riehle

MEMBERS ABSENT: Alan Newman

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

OTHERS PRESENT: Erin Desautels, Vermont Small Business Accelerators
Tim McCole, Heritage Aviation
Lisa Chevng, Passero
Greg Topping, Passero
Andrew Holesko, Passero
Paul Puckli, CHA

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:03 PM on June 20, 2018.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the agenda with the deletion of Item 5.01 (FY2019 Airport Budget). VOTING: unanimous (3-0) [Jeff Schulman not present for vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Approve Minutes: May 16, 2018
4.02 Passenger and Operational Statistics
4.03 Fare Comparison with Cost Estimate Calculator
4.04 Financial Package

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the consent agenda (Items 4.01-4.04), take the action indicated, and place the items on file. VOTING: unanimous (4-0); motion carried.

5.0 APPROVE/RECOMMEND TO BOARD OF FINANCE AND CITY COUNCIL

5.01 Fiscal year 2019 Airport Budget

Removed from agenda.

6.0 COMMUNICATION/DISCUSSION

6.01 Update: Airport Master Plan

Nic Longo reported the airport received a federal grant for \$1,094,615 to complete a comprehensive master plan update. Passero will be the lead consultant on the project.

Andrew Holesko, Vice President of Passero Associates, described the plan update to be handled by a team of consultants. The team has worked together on other airport plan updates. The model has been successful. The update will incorporate the airport's vision. Midfield geometry "hot spots" will be addressed first to accommodate aircraft and fleet changes. Options for development of underutilized land on airport property will be covered along with ground access and the value of the airport to the region including the Air Guard, but the focus will mainly be on the commercial side of the airport. The update will look at existing conditions, analyze the data and make recommendations to implement what is feasible and reasonable through the capital improvement program in a five to 10 year period. The master plan looks beyond 10 years, but an update in 10 years can be expected. Interim updates can be done if necessary. The approval process includes the FAA, state, and city. The public process will include a series of open meetings through the master plan technical advisory committee and the regional advisory committee as well as public information meetings and meetings with the Airport Commission and City Council. The goals of the master plan include safety, meeting FAA design standards, meeting fleet and passenger demands, having adequate ground access, having adjacent development that is compatible, and having a reasonable and financially sound master plan that can be financed and constructed.

Bill Keogh asked what objections to the plan update could be expected. Andrew Holesko said some people may object to the master plan accommodating future development of the airport and the airport getting busier. Mr. Keogh asked what may happen if a portion of the plan is not approved. Mr. Holesko said guidance from the state or the FAA can be sought.

6.02 Construction Update

Larry Lackey reviewed the status of projects at the airport, noting the following:

- The grant offer for the air carrier apron rehab (\$2.5 million) was received.
- Taxiway G is slightly behind schedule. Estimated completion is early October.
- Vermont Air Guard is on schedule with their runway work.
- A construction manager has been identified for the quick turnaround facility. A phased approach will be taken with the project. The revised plans will be finalized and taken to permitting. The facility was pared down in order to move the project forward.
- Staff will work with Air Traffic Control and the FAA on the next phase of the Taxiway G realignment project.

- Various airline surplus projects include lighting, apron patch work, runway crack and joint sealing, carpeting in the north and south concourses, and security fencing at the north hanger on Airport Drive.

The Airport Commission accepted the construction project report for the file.

7.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle reported South Burlington has been working with Burlington City Council on a memorandum of understanding relative to future purchase and demolition of homes, but the MOU does not meet South Burlington's expectations. The response from Winooski to the MOU is not known. South Burlington will send a response to Burlington.

Gene Richards noted the airport cannot breach any grant assurances and commitments that have been made. Tremendous research went into the reply to each item in the MOU. The airport has been working hard on the relationship with South Burlington and wants to be thoughtful, but cannot be in breach or funding will be lost.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airport team is amazing in handling \$23 million in projects at the airport (over \$100 million with the Air Guard) to get the airport ready for the future.
- TSA reported capacity at checkpoints should be 300 people per hour, but the number at Burlington is 480 people per hour so travelers need to arrive early to ensure they make their flight.
- The airport is maxed out with overnight flights. The Chicago flight is going well. Flights are full. The summer will be busy.
- Some neighbors have expressed concern about the night work on the taxiway projects, but this is the only time the work can be done. The work should have been done 15 years ago. Once complete the taxiway will be farther from the houses.
- There are 15 houses remaining to be removed in the housing removal program. The contractor is doing a good job in keeping the dust down and the sites clean. Materials are recycled whenever possible.
- The garage conversion project is going well. The software and hardware should be installed by the end of August. Repair work in the garage is also going well.
- A hotel line for the new hotel is close to being selected. Construction will begin next spring.
- The quick turnaround facility bids that were received were all significantly over budget. The plan for the facility has been reworked for the amount that was budgeted for the project.
- The 100 year anniversary celebration of the airport is planned for August 2020. Interviews with key individuals on the airport, past to present, are being videotaped. There will be an air show and other events.
- Kudos to Kelly Colling and her team in Operations for the impressive job handling the construction challenge on the airfield and keeping everyone safe.

Marie Friedman announced the airport's rating from Moody's was upgraded to "Baa2" in recognition of the increased revenues, better management of expenses, and upward trending in enplanements. The impact of the rating upgrade is positive and significant.

9.0 COMMISSIONER ITEMS

No report.

10.0 NEXT MEETING/AGENDA and ADJOURNMENT

Next Meeting: July 18, 2018 at 4 PM.

MOTION by Helen Riehle, SECOND by Bill Keogh, to adjourn the meeting.

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

The meeting was adjourned at 5:02 PM.

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