

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF SPECIAL MEETING
February 4, 2015**

APPROVED – 2/23/15

MEMBERS PRESENT: Bill Keogh
Pat Nowak
Jeff Schulman (via teleconference)

MEMBERS ABSENT: Jeff Munger
Alan Newman

BTV STAFF PRESENT: Gene Richards, Director of Aviation (via teleconference)
Kelly Colling, Operations & Maintenance
Nic Longo, Accounting Office Assistant
Marie Friedman, Financial Advisor
Erin Knapp, Marketing

OTHERS PRESENT: Jon Leinwohl, Stantec (via teleconference)

1.0 CALL TO ORDER

In the absence of Chairman Jeff Munger, Bill Keogh called the special meeting to order at 2:03 PM.

2.0 AGENDA

There were no changes to the agenda.

3.0 PUBLIC FORUM

No one from the public was present at the meeting.

4.0 ACTION REQUIRED

4.1 Contracts for Housing Removal

There was discussion of the following:

- Housing removal zones – The zones are to help find a balance between the removal work and impact on neighbors. The zones allow houses to be removed from one zone before moving onto the next zone. The airport has heard the concerns and is sensitive to the community. Bernie Gagnon, local engineer, has been hired to oversee the contracts for South Burlington.
- Recycled materials from the houses – The contractor can decide where to haul the material, but likely landfill sites are Colchester and Williston. Truck traffic added to the already clogged roads and the addition of recreation type traffic in the summer are issues of consideration. South Burlington can direct truck traffic onto specific routes, but that would add cost because the more restrained the project the longer the completion time.
- Timing of the project – The target date for the work is mid-to-end of April. The airport has an agreement with the FAA to finish the project

and funding has been designated. Each AIP contains multiple houses to be removed.

- Payment of disposal costs – Money is paid through the City of Burlington. The airport requests reimbursement through the FAA. Money is allocated and federal grants have been awarded.
- Continued partnership with South Burlington administration – The partnership has been working well. The airport requests to be treated fairly and like any other taxpayer in South Burlington. The tax issue is a separate matter to the housing project.
- Permits for the project – All permits are in place except the ANR permit for erosion control during construction which is pending, but expected in the near term. There is a 30 day comment period on permits, but comments are not anticipated.
- Bid opening - Bids will be opened the third week of March, awarded the first of April and a notice to proceed issued the third week of April. The Airport Commission will be invited to the bid opening.
- Accelerating the project by running contracts concurrently – Consideration should be given to accelerating the project which would be beneficial. The airport is willing to discuss this and will take direction from the South Burlington leaders through the city manager. Six months has been allowed for the work, but that can be shortened. The neighbors are aware of the phased approach to the house removal.
- Financial incentives in the bid process – Staff is not aware of FAA financial incentives in the bid process for the contracts. There is a penalty for not finishing on time (liquidated damages clause).

MOTION by Jeff Schulman, SECOND by Pat Nowak, that the Airport Commission recommends to the Burlington Board of Finance and City Council approval of the three contracts outlined in Item 4.1 (contracts for housing removal). VOTING (by roll call): 3 ayes (Keogh, Schulman, Nowak), 0 nays, 0 abstentions (Jeff Munger and Alan Newman absent); motion carried by unanimous vote.

4.2 Contract for Residential Engineer Services Housing Removal - Stantec
Nic Longo explained the request for recommendation of approval to the Burlington Board of Finance and City Council authorization to execute a new contract with Stantec Consulting Services for the estimated amount of \$506,566 for the administration, environmental analysis process, and bid phasing, construction and technical observation of construction related to the removal of houses. Stantec has been involved in the process and has contracts in place. This is an additional contract.

MOTION by Pat Nowak, SECOND by Jeff Schulman, on behalf of the Airport Commission that the contract for Residential Engineer Services Housing Removal with Stantec Consulting Services, Inc. be presented to the Burlington Finance Board and City Council for approval. VOTING (by roll

call): 3 ayes (Keogh, Schulman, Nowak), 0 nays, 0 abstentions (Jeff Munger and Alan Newman absent); motion carried by unanimous vote.

4.3 Parking Garage Maintenance Contract

Nic Longo explained the contract is for pre-approval to award a contract for maintenance of the parking garage facility at the engineer's estimate not to exceed approximately \$240,000. The entire maintenance program will be administered and the resident engineer is Hoyle Tanner & Associates (works with the city on other garages). The bid process is beginning now and the work will be done in the summer. The maintenance is safety related (metal joint failure) and having an adverse impact on the flying public.

MOTION by Pat Nowak, SECOND by Jeff Schulman, that the parking garage maintenance contract receive approval of the Airport Commission for presentation to the Burlington Board of Finance and City Council for adoption. VOTING (by roll call): 3 ayes (Keogh, Schulman, Nowak), 0 nays, 0 abstentions (Jeff Munger and Alan Newman absent); motion carried by unanimous vote.

5.0 ADJOURNMENT

Next regular meeting: February 23, 2015 at 4 PM.

With no further business the meeting was adjourned at 2:27 PM.

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