

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
October 16, 2019**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger  
Bill Keogh  
Jeff Schulman  
Tim George [via telephone]

**MEMBERS ABSENT:** Helen Riehle

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Jonathan Perout, Director of Operations  
Shelby Losier, Director of Ground Transportation  
Larry Lackey, Director of Engineering & Environmental Compliance  
Hannah Lumbra, Administrative Assistant  
Andrew Laderoute, Marketing Assistant

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Accelerators, LLC  
Dave Stiller, Heritage  
James Leas, Burlington  
Judy Galloway, Burlington  
Jennifer Decker, South Burlington  
Marguerite Adelman, Winooski  
Johanna Renkin, Burlington

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the meeting to order at 4:05 PM on October 16, 2019.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**3.0 CONSENT AGENDA**

3.01 Minutes: September 19, 2019  
3.02 Minutes: October 3, 2019 Special Meeting  
3.03 Fare Comparison  
3.04 Enplanements

**MOTION by Bill Keogh, SEOCND by Jeff Munger, to approve the consent agenda and take the action indicated. VOTING: unanimous (4-0); motion carried.**

**4.0 PUBLIC FORUM**

- James Leas, Burlington, spoke of the Airport Commission being in denial of the impact of noise and fuel consumption of the F-35 airplanes.

- Judy Galloway, Burlington, spoke of evidence of corruption in the F-35 selection process by Senator Leahy, and the noise from the F-35 airplanes harming people of color and minorities.
- Jennifer Decker, South Burlington, spoke of a recent meeting with the F-35 Wing Commander and the request by the neighborhood that a supplemental environmental impact study be done.
- Marguerite Adelman, Winooski, requested the Airport Commission ask the Air Force to delay sending more F-35 airplanes to Burlington until the following demands are met:
  - The F-35 has one million flight hours.
  - A public hearing is held to answer questions on noise.
  - Funding is secured for the 2,963 homes in the F-35 65 decibel zone and the homeowners are relocated to suitable homes.
  - Health and safety experts are heard on F-35 crashes.
  - The nuclear role of the F-35s is explained.
  - Falsification of data relative to the F-35 basing is explained.
- Johanna Renkin, UVM physics professor, suggested the Airport Commission take the first steps to implement a system around the airport to do real time, continuous monitoring of aircraft noise in order to assess the actual dangers of noise.

## **5.0 COMMUNICATIONS**

### **5.01 Construction Update**

Larry Lackey briefed the Airport Commission on the status of projects at the airport:

- Air carrier apron, Phase 5, will be complete 11/15/19 and the airlines will return to their original locations on the apron.
- Taxiway Golf Phase 1 is complete and closing out.
- Vermont National Guard apron and taxiway work is complete except for a few minor items (panels).
- QTA Phases 1 & 2 will be complete by January 2020.
- Taxiway Golf Phase 2 began 10/16/19 with replacement of pipe and perimeter road work (a significant grant was received for the \$18 million project).
- Airport Master Plan update continues with finalizing alternatives with the current system and future needs. (Nic Longo noted another regional and TAC meeting will likely be held. There are several alternatives associated with the terminal, airfield, and transportation network.)
- Hotel project has completed the project review process and is waiting for the permits. (Gene Richards noted negotiations went well and the work on the hotel will begin in November.)
- Valley West apron rehab will be complete the first week of November.
- Annual parking garage maintenance work by the contractor will begin the end of October with expansion joint replacement by the Tesla area.
- Terminal Integration Project scoping fee was approved for the design/build. The IFE is being finalized and work will begin in the next few weeks.
- Maintenance garage addition project will go back before the South Burlington DRB in November to address a few additional items.

- The contract with the engineer for design/bid pricing of the new terminal security system is being finalized so a grant application can be submitted.
- South apron and associated glycol treatment collection will move to design/bid pricing for a grant for Phase 7 of the apron project.
- Scope of work to evaluate aviation easements is being done.

There was further discussion of the terminal integration project that is 99% complete and will help with TSA and precheck and make the airport more efficient.

#### 5.02 Financial Package

Marie Friedman reported through 9/30/19 revenues and expenses are on track. Both show an increase of approximately the same amount. Expenses are up due to repairs and replacement work that is being done (roof repair, HVAC work, and such). Parking revenues are tracking with enplanements and are up \$100,000 year-to-date. Enplanements are also up. AIP receivables (money owed to the airport from the FAA) total \$1.5 million. The airport has paid out \$1 million on projects as of the end of September. The airport owes \$131,000 on the grant anticipation note. Cash in the airport international fund totals \$3.7 million.

Tim George asked about the FY19 audit. Marie Friedman said the audit team has been on site for the past two days. The audit is going well. The goal is to have a report by the end of November.

#### 5.03 Municipal MOU

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to table Item 5.03 (Municipal MOU) until the member from South Burlington is present. VOTING: unanimous (4-0); motion carried.**

### 6.0 SOUTH BURLINGTON SEAT UPDATE

No report.

### 7.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- The airport administration met with Delta and United to discuss service. The meetings went very well with positive results for the airport.
- Vermont products and Vermonters continue to be reinforced with displays in the terminal.
- Skinny Pancake and Hudson News have agreed to cease use of plastic bags and water bottles as of January 1, 2020. The airport administration has been working with Casella on waste management at the airport.
- Hotel negotiations went well. Work will begin soon.
- The airport administration is working on the airport's carbon footprint.
- DEW did an outstanding job on the QTA project with quality construction within budget. The Airport Commission is urged to take a tour of the facility.
- Beta Technologies located at the airport is working on an electric aircraft initiative.

**8.0 AIRPORT COMMISSIONER ITEMS**

Bill Keogh asked about drones in the airspace. Jonathan Perout said there are rules on where drones can operate and ways to operate in the airspace with assistance from the FAA tower. High-end drones have built in programming (smart technology) to avoid flying in the airspace at the airport. Lower end drones do not have this technology and can cause problems at the airport. If the airspace must be shut down the FBI, local police, and the airport administration get involved. The airport administration will prosecute anyone coming into the airspace without permission from the tower.

**9.0 ADJOURNMENT**

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to adjourn the meeting.**

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

The meeting was adjourned at 5 PM.

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