

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
October 17, 2018**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Tim George  
Helen Riehle

**MEMBERS ABSENT:** Jeff Schulman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation [via telephone]  
Nic Longo, Deputy Director of Aviation [via telephone]  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental Compliance  
Shelby Losier, Director of Ground Operations  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Accelerators, LLC

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the meeting to order at 4:01 PM on October 17, 2018.

**2.0 AGENDA**

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

**3.0 PUBLIC FORUM**

None.

**4.0 APPROVE/RECOMMEND TO BOARD OF FINANCE & CITY COUNCIL**

4.01 Storm Water Permit Management Services Contract

**MOTION** by Bill Keogh, **SECOND** by Tim George, to approve and recommend to the Board of Finance and City Council for approval the authorization of the Director of Aviation to execute a contract with Stantec as detailed in the August 30, 2018 proposal for storm water permit management services subject to final review and approval by the City Attorney.

**DISCUSSION:**

- Larry Lackey explained the storm water contract covers permits, sampling, analysis, and inspection. Stantec designed the system. The contract price is less than that of the year before because the inspections are streamlined and more efficient.
- Helen Riehle asked about a multi-year contract. Gene Richards said staff is pursuing this.

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

4.02 UIC Permit Management Services Contract

**MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approval the authorization of the Director of Aviation to execute a contract with Stantec as detailed in the August 30, 2018 proposal for UIC permit management services subject to final review and approval by the City Attorney.**

**DISCUSSION:**

- **Larry Lackey explained the UIC is an underground injection control system that handles de-icing material and ensures the ground water is not impacted.**
- **Gene Richards said the system is state of the art, efficient, and very “green”.**
- **Tim George asked why only one proposal was received. Gene Richards said the number of people who want to participate in the contract is limited. The UIC is a very complex system.**

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

4.03 North Hangar Roof Replacement

**MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the authorization of the Director of Aviation to execute a contract with James Wood, LLC for roof replacement construction at 1150 Airport Drive as detailed in the October 12, 2018 proposal for construction services subject to final review and approval by the City Attorney. VOTING: unanimous (4-0); motion carried.**

**5.0 CONSENT AGENDA**

5.01 Approve Minutes: September 19, 2018; September 21, 2018; September 26, 2018

5.02 Passenger and Operational Statistics

5.03 Fare Comparison

5.04 Financial Package

**MOTION by Bill Keogh, SECOND by Tim George, to approve the consent agenda (Items 5.01 through 5.04), take the actions indicated, and place the items on file.**

**DISCUSSION:**

- **There was discussion of the financial package and the Passenger Facility Charge (PFC) collected by the airlines for every landing at the airport. The airlines keep a portion of the revenue (\$.11 of the \$4.50 charge) and sends the remainder to the airport.**
- **There was mention of the Repair & Maintenance line item being at 50% of budget when only a quarter into the fiscal year. Gene Richards noted there are many projects occurring at the airport (roofing, asphalt work, parking garage, parking lot). Marie Friedman explained the encumbrance on the funds in the budget for contracts to do the projects at the airport. The money is obligated, but not necessarily spent yet.**
- **Staff reported passenger numbers are up 20% in September. Total passengers for the year are up 19% (60,000 passengers for the year). Landed weight is also up. The airport is following the national trend**

**mainly due to having midline aircraft and a combination of other factors that allow for a profitable position.**

- **Garage utilization statistics will be added to the information package for the Airport Commission. The garage is performing at the level expected.**

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

## **6.0 COMMUNICATION/DISCUSSION**

### 6.01 Construction Update

Larry Lackey reviewed the apron projects (Phase 4 to begin in spring 2019, Phase 5 in summer 2019, Phase 6 in spring 2020), Taxiway Golf (opened 10/16/18), VTANG Taxiway Delta and Taxiway Foxtrot (to be complete in November), QTA (permit amendment process to start with anticipated construction in the spring provided the maximum guaranteed price is acceptable and the permitting is in place), VTANG work on Taxiway Foxtrot and Runway 1-5 (the connection will be rectified in the spring), Airport Master Plan (next meeting of TAC and RAC is November 13, 2018), UIC and storm water mitigation, Runway 1533 overlay (grooving to be done in spring), and north hangar and Aviatron roof (halfway complete).

Gene Richards recognized the stellar work by Nic Longo, Kelly Colling, and Larry Lackey on the airport construction projects.

### 6.02 Parking Garage Update

Shelby Losier reported the parking garage operation is going well. The new kiosks are working.

## **7.0 DIRECTOR'S REPORT**

Gene Richards reported:

- Staff is working on the budget. An audit is underway now. Staff is working to put the airport in a better future position. The team works well together.
- Nic Longo was the featured speaker at a recent air conference and Kelly Colling is attending a safety conference in D.C.

Nic Longo gave a brief update on the Noise Exposure Map to be published at the end of November. There is a TAC meeting on noise on December 4, 2018 and a public hearing on December 5, 2018. All Airport Commissioners are urged to participate.

Bill Keogh asked if landing fees for passengers are audited for accuracy. Gene Richards said staff is investigating a system that tracks every plane landing at the airport. Airlines are required to audit PFC's.

## **8.0 SOUTH BURLINGTON SEAT UPDATE**

Helen Riehle said no complaints about the airport have been received lately. Information is requested on how the airport rents to businesses and if South Burlington is involved in the process. Gene Richards said the airport provides the rental rate information, checks

the prospective tenant out with the City Attorney, and runs a background check before signing a lease.

## **9.0 COMMISSIONER ITEMS**

### **9.01 Status of Airport History Observance**

Erin Desautels showed a brief video clip from the 100 Year Celebration of the Airport documentary still in production. An airshow is planned. The release of the documentary will begin in January 2020, showcasing a topic each month and hopefully coordinating with the AAAE Annual Conference to be held at the airport and a visit from the Wings of Freedom.

### **9.02 Meeting Packet**

The Airport Commission requested the meeting packet be received on the Friday before the meeting to allow more time for review.

### **9.03 Hotel Update**

**MOTION by Bill Keogh, SECOND by Helen Riehle, to request that the Airport Commission receive at the next scheduled meeting a written historical update report from the Director of Aviation on the planned hotel at the airport to include, but not be limited to, the following:**

- **How the general contractor/construction manager were determined.**
- **Explanation of the bidding process, number of bidders, and bid amounts and who was awarded the construction contract.**
- **How the hotel operator was selected and if this was a negotiated contract.**
- **The status of the plan with the City of South Burlington's permit process.**
- **Sale or lease of airport land to the hotel operator.**
- **Drawings, design, and details of the hotel to date.**
- **Dates and times of public hearings unless this is South Burlington's function.**
- **Future plans in the development of the project.**

#### **DISCUSSION:**

- **Gene Richards assured information is provided to the Airport Commission, but going forward a written format will be used.**

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

## **10.0 NEXT MEETING/AGENDA and ADJOURNMENT**

Next Meeting: November 28, 2018 at 4 PM.

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

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

The meeting was adjourned at 5:01 PM.