

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF SPECIAL MEETING
October 3, 2019**

APPROVED – 10/16/19

MEMBERS PRESENT: Jeff Munger
Bill Keogh
Tim George [via telephone]
Helen Riehle [via telephone]

MEMBERS ABSENT: Jeff Schulman

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
Tim McCole, Heritage

1.0 CALL TO ORDER

Chair, Jeff Munger, called the special meeting to order at 4:04 PM on October 3, 2019.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Tim George, to approve the agenda with the addition of Item 4.07 – Commissioner Items. VOTING: unanimous (3-0) [Helen Riehle not present for vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 ACTION REQUIRED

4.01 Parking Garage Repairs Contract - Krisha Construction, Inc.

MOTION by Bill Keogh, SECOND by Tim George, to approve the contract award and process to Krisha Construction as described in the airport memo, dated 9/30/19, on this topic.

DISCUSSION:

- **Larry Lackey stated there is an annual maintenance program for maintaining the garage. Some expansion joints need to be replaced. Three proposals were received and Krisha was the lowest bidder.**

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

4.02 Terminal Integration Project – Jacobs Engineering Group

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the contract award and process to Jacobs Engineering Group for the Terminal Integration Project as described in the airport memo, dated 9/30/19, on this topic.

DISCUSSION:

- **Nic Longo said the consultant will look at a consolidated TSA checkpoint. The contract will provide 30% of the design and then go out to bid. The airport will apply for a grant next year to build the project.**

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

4.03 Underground Injection Control Operations and Maintenance Contract – Champlin Associates

MOTION by Bill Keogh, SECOND by Tim George, to approve the contract and award and process to Champlin Associates for the underground injection control systems as described in the airport memo, dated 9/30/19, on this topic.

DISCUSSION:

- **Larry Lackey explained the underground injection control system to be maintained by the consultant for one year until staff is trained to maintain the system.**

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

4.04 Security System Upgrades Contract – AECOM Technical Services

MOTION by Bill Keogh, SECOND by Tim George, to approve the contract award and process to AECOM Technical Services for rehab of existing access control and security surveillance items as described in the airport memo, dated 9/30/19, on this topic.

DISCUSSION:

- **Jonathan Perout explained the contract is to design upgrades to the airport security system. The system is five years old with outdated technology.**
- **Bill Keogh asked if the FAA inspection triggered the upgrades. Larry Lackey said the project is in the capital improvement plan (CIP). Applications for grants will be done next year.**

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

4.05 South Apron Design Contract – Hoyle Tanner & Associates

MOTION by Bill Keogh, SECOND by Tim George, to approve the contract award and process to Hoyle Tanner & Associates for services to the terminal apron construction and glycol treatment process as described in the airport memo, dated 9/30/19, on this topic.

DISCUSSION:

- **Larry Lackey said the project is on the CIP. The airport has applied for a grant for the project. The project will extend the apron and clean up in front of the north hangar. More spaces to the terminal apron will be added for more planes to overnight.**

- **Helen Riehle asked if the project is shovel ready. Nic Longo said the contract is for the design of the project. The airport will apply for a grant next year and potentially start the project in 2021.**

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

4.06 Mirabelles Lease Agreement Amendment

MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend the amended property lease with Mirabelles as described in the airport memo, dated 10/1/19.

DISCUSSION:

- **Staff explained the two proposed changes: Section 4B pertaining to the option to extend the contract (two 5-year options with the second 5-year option per mutual agreement by the City and Mirabelles, and Section 4C which will be deleted (pertains to termination in the public interest).**
- **Tim George asked if there is an annual escalation in the contract without need for renegotiation. Staff explained there is a 3% annually escalation or the CPI whichever is higher.**

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

4.07 Commissioner Items

Bill Keogh mentioned the Airport Commission is not being kept informed about the meetings being held by the Mayor and South Burlington and Winooski, and requested the matter be on the next meeting agenda. Gene Richards said the meetings have been with Helen Riehle, Kevin Dorn, Mayor Weinberger, the Winooski Mayor and Winooski City Manager. The topic will be on the next agenda and Mayor Weinberger will be invited to explain his thinking and policies. Airport staff has not been at the meetings. There has been much discussion and brainstorming on the direction people want to go, but no decisions. The group has been working on an MOU for the past year or more that has required much research and work. The Mayor is thoughtful and wants to be inclusive, but there has been no direction because public policy has not been worked out.

Helen Riehle clarified the meetings have not included the managers of Winooski or South Burlington. The group has been Kristine Lott, Seth Leonard, Helen Riehle, and Mayor Weinberger. The communities, Airport Commission, and city councils in Burlington, South Burlington, and Winooski need to review the MOU when it is available.

5.0 ADJOURNMENT

MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 4:23 PM.