

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

DRAFT

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 recommend to the Board of Finance and City Council to approve the authorization of the Aviation Director to execute a contract with Krisha Construction, Inc. in the amount of \$265,820 with a 10% contingency of \$26,582 for a total authorization of up to \$292,402 for parking garage repairs subject to final review and approval by the City Attorney.

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 recommend to the Board of Finance and City Council to approve the authorization of the Aviation Director to execute a contract with Jacobs Engineering Group in the amount of up to \$429,780 with a 10% contingency of \$42,978 for a total authorization of up to \$472,758 for design/build services for the Terminal Integration Project subject to final review and approval by the City Attorney, and further, to approve the budget amendment to the FY20 Burlington International Airport budget for the Terminal Integration Project by increasing/decreasing the accounts as set forth in the memo from staff, dated 9/30/19.

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 recommend to the Board of Finance and City Council to approve the authorization of the Aviation Director to execute a contract with Champlin Associates in the amount of \$47,182.50 with a 20% contingency of \$9,436.50 for a total authorization of up to \$56,619 for a term of one year for the operation and maintenance of the airport underground injection control system subject to final review and approval by the City Attorney.

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 recommend to the Board of Finance and City Council to approve the authorization of the Aviation Director to execute a contract with AECOM Technical Services, Inc. in the amount of \$80,123.96 with a 20% contingency of \$16,024.80 for a total authorization of up to \$96,148.76 for the design, construction documents, and bidding for the rehabilitation of the airport's existing access control and security surveillance systems subject to final review and approval by the City Attorney.

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 recommend to the Board of Finance and City Council to approve the authorization of the Aviation Director to execute a contract with Hoyle Tanner & Associates in the amount up to \$382,321 with a 15% contingency of \$57,348 for a total authorization of up to \$439,669 for the design, permitting, and bidding services for the construction of the Terminal Apron South Phase 7 and the Glycol Treatment Project subject to final review and approval by the City Attorney, and further to approve the budget amendment to the FY20 airport budget for the Terminal Apron South Phase 7 and Glycol Treatment Project by increasing/decreasing the accounts as set forth in the memo from staff, dated 9/30/19.

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 recommend to the Board of Finance and City Council to approve the amendment to the lease agreement between the City of Burlington and Mirabelles, Inc., and to authorize the Aviation Director to execute the lease documents subject to final review and approval by the City Attorney.

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 Christine 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.

RScty: MERiordan