

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
November 15, 2017**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Pat Nowak
Alan Newman [arrived 4:09 PM]
Jeff Schulman [via teleconference at 4:05 PM]

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Director of Finance
Kelly Colling, Director of Operations

OTHERS PRESENT: Tim McCole, Heritage Aviation
Ben Myer, Heritage Aviation

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:03 PM on November 15, 2017.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Pat Nowak, approve the agenda as presented.

VOTING: unanimous (3-0)[Jeff Schulman and Alan Newman not present for vote]; motion carried.

3.0 CONSENT AGENDA

- 3.01 Approval of Minutes: October 18, 2017
- 3.02 Construction Update
- 3.03 Passenger and Operational Statistics
- 3.04 Fare Comparisons with Cost Estimate Calculator
- 3.05 Financial Report

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda, Items 3.01 – 3.05, take the action indicated, and place the information on file.

VOTING: unanimous (3-0)[Jeff Schulman and Alan Newman not present for vote]; motion carried.

4.0 PUBLIC FORUM

There were no comments from the public.

5.0 COMMUNICATION AND DISCUSSION

5.01 Reorganization Update

Gene Richards reported:

- City Council and Board of Finance approved the appointment of Kelly Colling and Nic Longo as Deputy Directors of Aviation to provide continuity if the Aviation Director is not present.

- The position of Director of Ground Transportation has been posted. The position will manage the airport ambassadors, the parking garage, taxi, Uber, Lyft, and the QTA to ensure delivery of high quality customer service.
- Maintenance 1 position has been upgraded to Maintenance 2.
- Staff will forward an updated organization chart when all positions are in place.

Pat Nowak commented on the cars parked in the rental car area. Gene Richards said the number of cars do fluctuate. The space is leased to Enterprise.

Bill Keogh asked the RFP on the taxi proposal. Gene Richards said this is on hold until the Director of Ground Transportation is hired.

6.0 SOUTH BURLINGTON SEAT UPDATE

Pat Nowak reported on South Burlington's continued dissatisfaction with getting responses to airport noise related matters in a timely manner. Also, South Burlington feels the FAA making the final decision without input from South Burlington is difficult. South Burlington City Council and the administration have been told that the FAA wants the people living in the area to help with the decision, not the administration or the elected officials. South Burlington asks that the residents be notified of meetings to discuss sound mitigation so they can make plans to attend. South Burlington would like a broader voice.

Pat Nowak discussed the program to remove the final 39 houses and the understanding by the South Burlington City Manager and the Zoning Administrator that the demolition could continue based on the wording of the agreement. Gene Richards explained there is agreement in theory to change the type of mitigation from home removal to home insulation. The contractor was given a deadline of December 30, 2017 as the last offer date, but not necessarily the last purchase date. The scope of the program that was approved by the FAA and both Burlington and South Burlington has not changed. The airport has a grant that applies to 39 houses and that grant must be finished before another program can begin. Prior to the grant for the 39 houses there were other grants so cumulatively there may be more houses involved. By December 30th offers on the houses will stop. There are many different arrangements with the homeowners.

Pat Nowak stressed South Burlington is adamantly against the FAA granting more money to take down more houses. Gene Richards said potentially this could be done by the FAA, but Burlington and the airport administration will not accept another grant to take down more houses. The airport must work with the FAA. As always it is hoped to have a trusting and good working relationship with South Burlington, but South Burlington must understand the airport does not make the rules and must follow the rules by the FAA. Pat Nowak commented it is unfortunate an MOU could not have been worked out between the two cities that agreed for the next 10 years there will not be more houses taken down. Gene Richards said the MOU drafted by South Burlington did not protect the airport and is in contrast to the agreement with the FAA. The airport cannot put itself in legal jeopardy for the City of South Burlington. The airport continues to work hard on noise

mitigation. Pat Nowak assured South Burlington is accepting of the timeframe and that the FAA is the driver.

Alan Newman asked if South Burlington is saying the city will deny letting the homeowner take a buyout if one is offered by the FAA. Pat Nowak explained South Burlington is saying it appears the FAA has the option to come back if noise changes at the airport (i.e. F-35) and South Burlington wants to have more of a voice in how the mitigation takes place and participate in the decision making process with the FAA to protect the interests of the city. Alan Newman asked if there has been any discussion by South Burlington City Council on how to create a stronger tax base with the lots rather than residential use. Pat Nowak said this has not been discussed at city council meetings and the city is not willing to change the zoning without a proposal in place.

Nic Longo explained the airport cannot sign an MOU because of grant assurances that say the airport sponsor must comply and mitigate non-compatible land uses. There is a Noise Compatibility Program that specifies acquisition ends and then other approaches can be taken. The existing Noise Compatibility Program says acquisitions can occur up to the 65 DNL and that is why the map is being updated.

Gene Richards reiterated the City of Burlington and the airport have done all they can for South Burlington and want to continue to work with South Burlington. The airport must follow FAA rules and does not have discretion to change the rules.

Alan Newman said it is rather offensive and appalling a city would work against the best interest of their citizenry. If people are in the noise zone and want out and have that option through the FAA then the city should not request that not be allowed because the city does not have the creativity to figure out what to do with the land to bring back the tax base. Pat Nowak said zoning will not be changed just to change. A proposal is needed. The city is dealing with other noise issues as well, such as the dog park.

Gene Richards said it appears South Burlington is being vindictive to the airport by not rezoning. Pat Nowak replied that is not the case. There is a greater wish to have a stronger voice in decisions. Having better, more positive communications would be good. Gene Richards asked for a description of “good communication”. Pat Nowak recalled the ease of communication that existing between a former South Burlington City Manager and the airport as an example. Gene Richards opined there is good communication between the airport and the current South Burlington City Manager, but South Burlington is asking the airport to do something it cannot and the city does not like that answer. The airport is bound by grant assurances.

Nic Longo asked what the citizens of South Burlington in the noise exposure area are saying because the airport has held multiple meetings, done surveys, met one-on-one with the FAA and citizens. The communication breakdown appears to be from the South Burlington administration and leadership. Pat Nowak said the residents are encouraged to attend the meetings and tell the airport the mitigation they want.

Bill Keogh mentioned Mike Flaherty from South Burlington who was a past Chair of the Airport Commission and believed in finding a satisfactory compromise. Pat Nowak said the city just does not want to lose affordable housing. Alan Newman said leadership should be looking at the asset to see how to generate revenue to pay for affordable housing not under the noise of the airport. Mr. Newman volunteered to form a committee for the sole purpose of looking at the lots and forming ideas on how to use the lots to recoup income, provide jobs for people, provide industry, and give the Zoning Administrator interesting ideas to consider for a zoning change.

7.0 DIRECTOR'S REPORT

Gene Richards reported:

- Hotel discussions are going well. More information will be available at the next meeting. There will be continued talk about a single TSA entrance.
- Conversations on new routes with the airlines went well.
- Staff continues working on the issues with South Burlington.
- Staff is working on the budget for next year.
- The airport apron project is done. The project was on time and under budget. Taxiway work is wrapping up.
- VANG work is on schedule. VANG has been receptive to resolving issues with the runway work. Staff will invite VANG to a future meeting to provide an update.

8.0 AIRPORT COMMISSIONERS' ITEMS

8.01 General Aviation Update

There was discussion of the function of the FBO for the general aviation industry (fueling, de-icing, hangar space). A revenue and expense statement can be provided.

Tim McCole, Heritage Aviation, stated Heritage pays airport flowage fees per gallon through the fuel farm and collects landing fees from private planes on behalf of the airport. Approximately \$35,000 per year in landing fees is paid by Heritage as well as the fees on fuel. Also, Heritage Aviation leases 140,000 s.f. of space and pays vehicle parking fees. A percentage of Heritage's monthly total revenue is paid to the airport. The new building by Heritage cost \$27 million. Heritage is looking at other airport improvement projects.

Nic Longo mentioned the hangar condo association pays ground rental fees to the airport. Alan Newman requested cost/revenue information on auxiliary businesses at the airport for the next meeting.

9.0 ADJOURNMENT

9.01 Next meeting/Agenda Items

- January 17, 2018 at 4 PM
- Cost/Revenue Information on Auxiliary Businesses at Airport
- Presentation/Update from VANG (tentative)

9.02 Adjournment

**MOTION by Bill Keogh, SECOND by Pat Nowak, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 5:21 PM.

RScty: MERiordan