

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
November 20, 2019**

DRAFT

MEMBERS PRESENT: Jeff Munger
Helen Riehle
Jeff Schulman
Tim George

MEMBERS ABSENT: Bill Keogh

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

OTHERS PRESENT: David Stiller, Heritage Aviation
Matt Collins, Heritage Aviation
Hal Colston, Deputy Mayor of Winooski
James Leas, South Burlington
Jennifer Decker, South Burlington
Johanna Rankin, Burlington
Mary Fillmore, Burlington
Neil Kandel, Williston

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:06 PM on November 20, 2019.

2.0 AGENDA

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

3.0 CONSENT AGENDA

3.01 Minutes: October 16, 2019

3.02 Fare Comparison

3.03 Enplanements

MOTION by Tim George, SECOND by Helen Riehle, to approve the consent agenda and take the action indicated.

DISCUSSION:

- **Tim George asked about the departing seat capacity. Nic Longo said the airlines are lowering seat capacity, but enplanements are still up.**

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

4.0 PUBLIC FORUM

- Dave Stiller, Heritage Aviation, spoke about Heritage's role as FBO addressing significant safety implications especially in winter with snow and ice and implications beyond safety for the flying public having connections to make for business and vacations and visiting loved ones. Heritage is recognized by *Vermont Business Magazine* as the best place to work in Vermont and is the 2019 Best for Work Benefit Corporation. Heritage is 100% employee owned, offers carbon offset jet fuel, and continues its commitment to community involvement. Heritage intends to improve every year and appreciates the responsive and engaged Airport Commission.
- Matt Collins, Heritage Aviation, stated Heritage continues to be a conscientious partner with the airport and community, and has worked hard to meet or exceed strict airline standards. Heritage works proactively to address environmental concerns, get airplanes out on time, and assist with Guard deployments. Heritage has been recognized by both the airlines and the Governor. In General Aviation, Heritage is in the top 10% ranking of FBOs in North and South America, and is the #1 FBO in New England due to superior service, commitment to safety, and providing topnotch jet maintenance service.
- Jennifer Decker, South Burlington, spoke of the F-35 planes increasing stress levels in children and impacting them developmentally.
- James Leas, South Burlington, spoke of the Noise Compatibility Program 2019 Report and questioned why the report does not include an explanation of why noise monitoring and tracking were not included. Noise levels in all areas where the F-35 can be damaging need to be known.
- Johanna Rankin, Burlington, stated noise measure has to be the first step in assessing the hazard of the F-35 and commercial airline traffic as well, and requested a response as to why there is no plan for airport monitoring and the steps to be taken to get a plan in place so funding can be sought for this monitoring.
- Mary Fillmore, Burlington, referred to recommendations from the Vermont Department of Health relative to the F-35 and hoped action can be taken on the recommendations.
- Neil Kandel, Williston, spoke of the chaos with traffic during the recent hangar fire and the noise from the F-35 impacting his home.

5.0 COMMUNICATIONS

5.01 Construction Update

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

- Air carrier apron, Phases 4 & 5 are complete. Phases 6 and 6A will be done next year.
- Taxiway Golf Phase 1 is closing out.
- Vermont National Guard apron and taxiway work is complete.
- QTA paving to be done, weather permitting.
- Taxiway Golf parallel taxiway under construction.
- Airport Master Plan work is finalizing alternatives with runways, aprons, terminal roadways.
- Hotel to start in the spring.

- Valley West apron rehab is substantially complete.
- Annual parking garage maintenance work will resume in the spring.
- Terminal Integration Project is moving forward.
- Maintenance garage addition short term alternatives are being re-evaluated.
- New security system contract with engineer is being finalized.
- South apron and associated glycol treatment collection field work and design are underway.
- Avigation easements are on hold until the Master Plan review by the FAA.

5.02 Financial Package

Marie Friedman reported through October 2019 revenues are up \$238,000 YTD and expenses are up \$406,000 YTD due to repairs, HVAC work, and work on the terminal integration project. Parking garage revenue was \$109,000. AIP receivables were approximately \$2 million (\$1.7 million expended). Grant anticipation notes will be renewed (the notes are used to help with cashflow). There is approximately \$3 million in the airport operating account and the airport had money in the city's pooled cash.

5.03 Municipal MOU

Helen Riehle said the committee meeting was postponed to 12/5/19. Winooski and South Burlington had requests to add to the MOU structure. The communities are looking for ways to pay the 10% local match needed to carry out the plans.

Gene Richards said the MOU process has been lengthy due to changes proposed at each meeting. Every item must be researched and evaluated to understand the effect and responsibility. The city administration has done due diligence on each item.

6.0 SOUTH BURLINGTON SEAT UPDATE

No report.

7.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- An outstanding job was done by all in handling the recent fire which was quickly contained. The plan in place was executed perfectly.
- The connected walkway is getting good reviews. The connection is the beginning of a joint TSA.
- The opening of the Abnaki museum was well attended. The museum tells the story of the Abnaki in the area. The display is very informative and educational.
- The airport will soon be celebrating 100 years of ownership and development of the airport.
- QTA is on schedule.
- The hotel will begin construction in March 2020.
- It has been a busy year at the airport with infrastructure work. Staff has done a tremendous job and worked long hours. Rick Brown, Director of Maintenance is retiring after over 40 years of service. His position and the QTA Manager position will be advertised.

Nic Longo gave an update on the noise program. The Noise Exposure Map is complete. Public comments will be received until 11/25/19 and then comments and questions will be answered. The formal submission to the FAA for approval will be by the end of the calendar year and then application will be made for federal funding. The implementation planning process will begin in January 2020.

8.0 AIRPORT COMMISSIONER ITEMS

None.

9.0 ADJOURNMENT

Next Meeting

December 18, 2019

**MOTION by Tim George, SECOND by Helen Riehle, to adjourn the meeting.
VOTING: unanimous (3-0)[Jeff Schulman not present for vote]; motion carried.**

The meeting was adjourned at 5:24 PM.

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