

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
November 28, 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
Kelly Colling, Director of Operations
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Accelerators, LLC
Tim McCole, Heritage
Pete Kelley, DEW
Greg Roubideaux, architect

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4 PM on November 28, 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

Tim McCole, Heritage Aviation, announced before the end of the year Heritage will be certified as a public benefit corporation and offer customers carbon credits.

4.0 APPROVE/RECOMMEND TO BOARD OF FINANCE & CITY COUNCIL

4.01 Taxiway Golf Phase II Reconstruction Stantec Consulting Contract Amendment
MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approval the Stantec Consulting contract amendment for Taxiway Golf, Phase II.

DISCUSSION:

- **Larry Lackey explained the amendment is for modifications to the holding bay from the previous design.**

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

4.02 Terminal Apron Phases 5 & 6 Reconstruction

MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approval the contract for Phases 5 & 6 of the terminal apron project.

DISCUSSION:

- **Larry Lackey explained a grant was received for Phases 5 & 6 and these are the final contracts so the work can begin next year.**
- **It was mentioned the grant funding was secured because the project was “shelf ready”.**

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

5.0 CONSENT AGENDA

5.01 Approve Minutes: October 17, 2018

5.02 Approve Minutes: November 20, 2018 Special Meeting

5.03 Passenger and Operational Statistics

5.04 Fare Comparison

5.05 Financial Package

MOTION by Bill Keogh, SECOND by Tim George, to approve the consent agenda, Items 5.01 through 5.05, and take the action indicated.

DISCUSSION:

- **Nic Longo reported October was a strong month for the airport. Total passenger enplanements for the current fiscal year to date are 17% over last year. The airport is on track for 670,000 enplanements for the year (70,000 more than last year).**
- **Gene Richards mentioned Porter Air seasonal service to Toronto.**
- **Tim George asked about the rental car revenue being strong seasonally. Marie Friedman said the numbers typically are higher in summer and fall, but the numbers are higher this year overall. Gene Richards noted the rental car business is looking for more space. The airport is at capacity for space, but the trend for the rental cars is not enough to trigger building more space.**
- **Tim George asked about the KeyBank grant anticipation note. Marie Friedman said the rates are going down. Gene Richards added the airport negotiated competitive rates with the bank.**

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

6.0 COMMUNICATON/DISCUSSION

6.01 Construction Update

Larry Lackey reported:

- **Air carrier rehab Phase 4 will be done in the spring. The final phase, Phase 6, will be done in 2020.**
- **The construction meeting for Taxiway Golf realignment, Phase 1, was held. The punch list will be reviewed in the spring. Phase 2 drawings will be ready for bid by February 4, 2019. Estimated project cost is \$15.3 million.**

- VTANG is nearly finished with their work. Weather created postponements. The threshold for Taxiway Fox Trot will be relocated in the spring.
- A guaranteed maximum price is expected for the QTA in order for the project to move forward. Project cost is \$5.4 million.
- Airport master plan update TAC and RAC meetings have been held. The FAA approved the airport's forecasts.
- Answers to questions on the proposed airport hotel submitted by Bill Keogh have been provide.

7.0 SOUTH BURLINGTON SEAT UPDATE

There was mention of the remaining houses by the airport to be removed. Gene Richards said the noise information on the school will be communicated as soon as it is received.

Bill Keogh mentioned the need to encourage the public to attend public meetings on the airport.

Helen Riehle described touchless bathroom facilities in Europe that eliminate the need for paper towels. Gene Richards said the airport has touchless facilities and has a program that shreds and reuses paper towels. Small stepstools are provided for children.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airport had an outstanding summer and fall. Many initiatives were completed. A tremendous amount of deferred maintenance has been addressed at the airport. Staff have been working long hours.
- The ATM at the airport will be supported by Northfield Savings Bank with no fees for Northfield customers and a \$3 fee for all others.

9.0 COMMISSIONER COMMENTS

9.01 Hotel Update

9.02 DEW Construction Corp.

Staff reported a bid opening process was held for the hotel. Only one bid (DEW) was received though there were 15 firms at the RFP meeting. One reason for the low number of bidders could be that five years ago there was a white paper that indicated a hotel was not a good idea. Contractors received the white paper. In addition, hotels were being built all over the area so the industry was overloaded. Airport staff worked with Jeremy Farkus and Jeff Glassberg, both experts in the development field. There will be a ground and concession lease agreement with the company constructing and managing the hotel for the airport. A franchise from Marriott for the hotel must be secured.

Greg Roubideaux, architect, showed renderings of the proposed hotel with the building footprint having minimal impact on the airport physical plant. In addition to hotel rooms there will be a restaurant, meeting space, fitness center, and pedestrian connection to the terminal. Peter Kelly with DEW reviewed the process before South Burlington for permits for the hotel. Stantec will serve as the subcontractor. The hotel is an exciting

opportunity for the airport and potential new business based on the aircraft serving the airport. Hotel workers will be treated like airport employees.

The Airport Commission accepted the report on the hotel.

10.0 NEXT MEETING/AGENDA and ADJOURNMENT

Next Meeting: January 16, 2019 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 5:05 PM.

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