

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

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Tim George  
Jeff Schulman [via telephone]  
Helen Riehle

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Andrew Laderoute, Accounting Assistant  
Larry Lackey, Director of Engineering & Environmental  
Compliance  
Shelby Losier, Director of Ground Operations  
Kelly Colling, Director of Operations  
Rick Brown, Director of Maintenance  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Accelerators, LLC  
Tim McCole, Heritage

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the meeting to order at 4:02 PM on February 20, 2019.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Tim George, to approve the agenda as presented. VOTING: unanimous (5-0); motion carried.**

**3.0 CONSENT AGENDA**

- 3.01 Minutes – January 9, 2019
- 3.02 Minutes – January 31, 2019
- 3.03 Financial Package
- 3.04 Fare Comparison
- 3.05 Passenger and Operational Statistics

**MOTION by Bill Keogh, SECOND by Tim George, to approve the consent agenda, Items 3.01 – 3.05, and take the action indicated. VOTING: unanimous (5-0); motion carried.**

**4.0 PUBLIC FORUM**

There were no comments from the public.

**5.0 COMMUNICATON/DISCUSSION**

- 5.01 Construction Update  
Larry Lackey reported:

- Contracts are in place for the air carrier rehab project, phases 1-6. Airlines are being relocated for the start of work in April.
- Taxiway Golf realignment, phase 1, is finished.
- VTANG work is basically complete except for panels at the intersection of 1-5 and Taxiway Fox Trot.
- Lease agreements with the car rental agencies are being done for the QTA project (\$5.7 million project). Once all agreements are in place the project will be brought to the Board of Finance and City Council. Permit review before the South Burlington DRB is underway.
- Taxiway Golf, phase 2, received a positive decision from the South Burlington DRB. The project will move forward with design, bid, and then grant applications. The project will result in a full parallel taxiway and includes a blast wall (cost of \$1 million) as requested by South Burlington.
- Airport Master Plan meetings are scheduled for March 26, 2019 (TAC and RAC) and March 27, 2019 (public open house). Public participation is needed and encouraged.
- The hotel plans are before the South Burlington DRB for review.
- Valley West apron rehab is moving forward with design, bid, and construction.
- There is \$50 million worth of work being done at the airport. [Gene Richards said staff worked hard to get projects shovel ready. The airport is very lucky to secure the FAA funding.]

## **6.0 SOUTH BURLINGTON SEAT UPDATE**

Helen Riehle reported on the meeting with South Burlington, Winooski, and Mayor Weinberger to try to find more compatibility for the communities affected by the flights and the airport. Better communication and having input that is meaningful on decisions affecting the communities is wanted. Discussion will continue.

Helen Riehle also reported on the position of South Burlington City Council relative to the one-half percent tax on car rentals, noting that the issue is broader than the airport. The city's budget is tight and there are not many places to go for money for roads. The prediction is the freeze/thaw weather pattern will continue long term so constructive solutions must be found.

Bill Keogh suggested doing a news release on the blast barrier and the response by the airport to the request of South Burlington. Helen Riehle agreed this could be a joint effort. Gene Richards said once the funding is secured the announced can be made by the airport and South Burlington together.

## **7.0 DIRECTOR'S REPORT**

Gene Richards reported:

- EV charge stations provided by Tesla have been installed in the parking garage. There are six Tesla charge stations and six traditional charge stations.

- Frontier Airlines has filled every flight thus far. Many families are using the service. Staff is working on additional routes with existing airlines at the airport. There is demand for a flight to Boston.
- There is no space or funding for additional gates at the airport. Discussions have been held of using technology to replace gates.
- Details on the hotel are being fine-tuned. The airport administration asked to be informed of any changes.
- The economic impact study that was done by R.E. Wiedemann shows the airport has a \$20 million budget, the state was paid \$29 million in taxes, South Burlington received \$6 million, and Burlington received no money. The report that is provided in April will give people an understanding of how valuable an asset the airport is and how well managed it is. [Nic Longo noted the study was a federally funded project as part of the airport master plan to see what the airport needs to be successful in the next 10 years, 20 years, and beyond.]
- Work continues on the history of the airport and the people involved (100 year anniversary). The relationship with the military is why the airport has the runway length and the commercial jet service today.
- Regarding the half percent roadway tax by South Burlington, 9% tax for rental cars goes to the state and it is hoped that money is used for roads and South Burlington receives a share. The airport does not support people renting a car at the airport paying a higher tax.
- Airport staff met with the House Transportation Committee to discuss airport operations so the lawmakers better understand how the state benefits from the airport which is a vital asset to the state and cannot be over-taxed.
- Mayor Weinberger wants to find an amenable solution for South Burlington, Winooski, and the airport. South Burlington does have a seat on the Airport Commission.

Erin Desautels briefed the Airport Commission on the interviews that have been conducted for the 100 year celebration including Hope Riehle using the airport to fly to Savage Island with her family and landing on the interstate on the first Green Up Day with Deane Davis, Will Foster who painted a circle in the middle of the airfield and traded his work for flight lessons, and pre-9/11 and post-9/11 interviews with Air Guard personnel. Jeff Schulman suggested contacting Vermont Public Television to partner with the project and to reinforce the connection of the airport to the state.

Nic Longo reported work on the Noise Exposure Map (NEM) will resume. The NEM will be published in April. The draft will be presented to the TAC and municipalities around the airport as well as the Airport Commission. A public hearing will be held to show the contours of the land use eligibility. The map will show military and commercial air traffic and a five year forecast. The FAA must review and accept the NEM before the map becomes the official NEM of the airport and then the TAC can discuss mitigation strategies (sound insulation). Once the NEM is published then the Noise Compatibility

Program must be updated. The process is extensive. The FAA has to approve the document(s) by the end of the calendar year and then the airport can apply for grants for noise mitigation (by May 2020). Regarding the Chamberlin School being eligible for noise mitigation, the results of the acoustical testing are complete and the school is not eligible for full insulation, but can apply for a grant for positive ventilation (HVAC for the school to be able to keep the windows closed).

#### **8.0 COMMISSIONER COMMENTS**

Bill Keogh requested financial planning be a separate item on the agenda going forward.

#### **9.0 NEXT MEETING/AGENDA and ADJOURNMENT**

Next Meeting: March 18, 2019 at 4 PM.

**MOTION by Bill Keogh, SECOND by Tim George, to adjourn the meeting.**

**VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 5:12 PM.

*RScty: MERiordan*