

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
March 18, 2019**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Helen Riehle
Tim George

MEMBERS ABSENT: Bill Keogh
Jeff Schulman

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Deputy Director of Aviation
Marie Friedman, Director of Finance
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
Tina Lindberg, Mansfield Helicopter

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:05 PM on March 18, 2019.

2.0 AGENDA

MOTION by Helen Riehle, SECOND by Tim George, to approve the agenda as presented. VOTING: unanimous (3-0); motion carried.

3.0 CONSENT AGENDA

3.01 Minutes – February 20, 2019

3.02 Fare Comparison

3.03 Passenger and Operational Statistics

MOTION by Helen Riehle, SECOND by Tim George, to approve the consent agenda, Items 3.01 – 3.03, and take the action indicated. VOTING: unanimous (3-0); motion carried.

4.0 PUBLIC FORUM

Tina Lindberg mentioned the reference to a commercial operator and hangar at a special Airport Commission meeting and asked for more information. Gene Richards said the documents are public unless part of negotiations. A copy can be requested.

5.0 ACTION: Approval/Recommendation to Board of Finance and City Council

5.01 Rental Car Quick Turnaround Facility Lease

MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the authorization of the Aviation Director to execute a lease contract for occupancy and operation of the airport Quick Turnaround Facility with Hertz Corporation, DGS Operations, Inc., Avis Budget Car Rental, and ELRAC, LLC d/b/a Enterprise Rent-a-Car subject to approval by the City Attorney.

DISCUSSION:

- **Nic Longo reported the airport is finally in a position to move forward with the ground and building lease agreements between the airport and the rental car agencies.**
- **Gene Richards said the airport terms were negotiated based on historical relationships and patterns. The building will be maintained consistent with the rest of the airport property. CFCs will be used to build the building (\$3.5 million has accrued to date). The lease has a 10 year amortization. Once the debt is paid the airport will receive the lease payment directly. If necessary the CFC can be increased to cover expenses. The airport has no control on car rental rates.**

VOTING: unanimous (3-0); motion carried.

5.02 Rental Car Quick Turnaround Facility Construction

MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the authorization of the Aviation Director to execute a contract with DEW for the construction of the QTA facility in the amount of \$5,703,900 as detailed in the 2/1/19 memo with an additional contingency of \$250,000 subject to final review and approval by the City Attorney.

DISCUSSION:

- **Larry Lackey stated the scope of the project was reduced and value engineering was done. DEW was hired as the construction manager. The \$5.7 million cost is to construct the facility and excludes engineering oversight and miscellaneous costs. The requested contingency is \$250,000.**
- **Jeff Munger asked about waste water from the car wash and if vehicles will be serviced at the site. Larry Lackey said the waste water will go to the South Burlington sewer system. Storm water will infiltrate into the grass on the site. Existing contaminated soils will be addressed as directed by the state. There are monitoring wells. Cars will be serviced at the site.**

VOTING: unanimous (3-0); motion carried.

5.03 Budget Amendment

MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the budget neutral amendment for items listed in the FY2019 Airport Budget Amendment March 2019 to increase revenues by \$195,000 and increase overall expenditures by \$195,000.

DISCUSSION:

- **Marie Friedman explained as part of the airline agreement the airport must monitor its debt score, expenses, and revenues. There was a budget amendment in January and additional amendments are anticipated because PFC revenues are higher, de-icing costs were higher for the year, a new HVAC unit is needed at the airport, and other items as identified.**
- **Helen Riehle asked where additional resources will be directed. Gene Richards said maintenance and deferred maintenance will be addressed with the additional resources. Proposed projects for FAA funding are out to 2022.**

VOTING: unanimous (3-0); motion carried.

6.0 COMMUNICATON/DISCUSSION

6.01 Construction Update

Larry Lackey reported:

- Work will begin April 2, 2019 on phases 4, 5, 6 of the air carrier apron rehab.
- Clean up will be done on Taxiway Golf once the snow is gone.
- The QTA is before the South Burlington DRB for approval. Construction will start in May if approved.
- Taxiway Golf realignment Phase 2 is out to bid. Bids are due April 17, 2019 on the \$16.5 million project.
- VTANG relocated threshold will be in place in the spring.
- Meetings of the Technical Advisory Committee (TAC) and Regional Advisory Committee (RAC) on the Master Plan update are scheduled March 26, 2019. The open house for the public is March 27, 2019. The plan is looking at facility requirements (demand of today and the future) and economic regional value and sustainability. Input from communities and partners of the airport is wanted. Comments can be submitted via the ongoing survey at the airport, comment cards, contacting staff or the consultants, sending comments to the airport website. The meetings will be taped and there will be minutes.
- Application for plat review for the hotel was submitted 3/15/19. The project will be before the South Burlington DRB in April/May.
- Valley West apron rehab scope and cost estimate is approximately \$1 million. An agreement will be drafted with VTANG.
- Annual parking garage maintenance will include replacing expansion joints between the north and south sections of the garage.

6.02 Financial Package

Marie Friedman reported revenues are 7% higher year-to-date over last year and expenses are 7% higher as well. Operations expenses are lower. Spending the AIP grants will pick up in the summer and fall. The airport's cash position is doing well.

6.03 Events at BTV

Nic Longo reported upcoming events at the airport include:

- RAC and TAC meetings on the airport Master Plan update will be held 3/26/19. The public open house is 3/27/19.
- Destination BTV refugee resettlement cultural celebration and experience is 3/22/19.
- Ceremony for the final F-16 departure after 34 years at the airport is 4/6/19.

7.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle reported the state legislature passed the half percent tax by South Burlington on the rental car industry. Two other bills before the legislature are a regional study and allowing decision making relative to noise mitigation projects and giving South Burlington and Winooski the ability to veto plans and go to arbitration if an agreement cannot be reached.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airport team continues to work endless hours to handle the projects underway at the airport and to keep the airport safe and running smoothly. Spring and summer will be very busy.
- The airport is now fully staffed.
- Staff will be meeting with the Guard on the transition of leadership.
- The parking garage was close to capacity last month. One hundred short term parking spaces were converted to long term parking spaces. Staff continues to address issues with the company operating the garage.
- The winter weather was challenging to keep the airport open.
- The airport is working with Beta Technology on the north hangar.
- The concern for more space for aircraft has been heard. Space is tight and it is expensive to build hangars.
- The airport is not delaying the sound map as noted in the press. The FAA must approve the map and the map must be done correctly and follow the process. The work was delayed due to the recent government furlough. The map is going through the FAA concurrence process. Technical settings must be approved before being published. The target date is the end of April/early May. Once the map is published there will be a TAC meeting on the map and the sound mitigation program. The FAA has 180 days to approve sound mitigation items.
- Meetings have been held with school superintendent, David Young, on sound proofing Chamberlin School. The airport cannot secure grants without the map in place and the FAA must approve the program before implementation. The school did not qualify for the noise mitigation package, only for a positive ventilation package (air conditioning so the windows can remain closed). The community needs to be informed of what is available for mitigation measures. The school is part of the community. The FAA makes the decision on the program to be implemented, not the airport.

- Flights on Frontier Air have been full since the service started at the airport. The new United route will likely be successful as well. Other potential routes are being explored.
- Cars using the EV charge stations in the parking garage do remain in the spaces until the owner returns from their travel. The vehicle owner pays for parking, but not to charge the vehicle.

9.0 COMMISSIONER ITEMS

None.

10.0 NEXT MEETING/AGENDA and ADJOURNMENT

Next Meeting: April 17, 2019 at 4 PM.

MOTION by Tim George, SECOND by Helen Riehle, to adjourn the meeting.

VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 5:22 PM.

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