

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
March 21, 2018**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Jeff Schulman [via telephone until arriving at 4:13 PM]

**MEMBERS ABSENT:** Pat Nowak [due to illness]  
Alan Newman

**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  
Hanna Lumbra, Administration

**OTHERS PRESENT:** Tim McCole, Heritage Aviation

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the meeting to order at 4:04 PM on March 21, 2018.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda with the addition of a report from staff on the Chamberlin School noise update as Item 6.5.**

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

**3.0 PUBLIC FORUM**

Tim McCole, Heritage Aviation, spoke of the benefit of new airplanes in the state in terms of jobs, training, infrastructure, and support of the local economy. Vermont is the only state between Maine and New Jersey with a sales tax on new aircraft. Commercial aircraft are not taxed. Private aircraft are taxed. People are not buying planes in Vermont. Without planes there is no need to construct hangars or have all the associated jobs. Heritage is going to submit a repeal of the state sales tax and would appreciate the support of the Airport Commission.

**4.0 COMMUNICATION/DISCUSSION**

None.

**5.0 CONSENT AGENDA**

5.01 Minutes: February 21, 2018

5.02 Passenger and Operational Statistics

5.03 Construction Update

5.04 Fare Comparisons with Cost Estimate Calculator

5.05 Financial Package

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the consent agenda, Items 5.01 – 5.05, as presented and take the action indicated.**

**DISCUSSION:**

- **Bill Keogh asked if the Air Guard will be paying more rent. Gene Richards said the Air Guard provides emergency equipment and service to the airport so no rent is paid for the space. The land on the valley apron is used by the Air Guard.**
- **Bill Keogh asked about the \$26 shown in Pooled Cash. Marie Friedman said there are occasions when the airport owes Pooled Cash though staff tries to have the amount at zero. There is \$217,000 in the airport International Account.**
- **Staff noted enplanements showed a significant increase for the second consecutive month. January showed a 5% increase over last year. February showed a 10% increase over last year. The projected schedule is coming to fruition.**
- **Jeff Munger asked if staff tracks cancellations (number of seat cancelled) in the winter months. Gene Richards explained incidents affect Burlington when there is no weather in Burlington.**

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

**6.0 ACTION: Approval/Recommendation to Board of Finance and City Council****6.01 RFP for Trash Removal, Compost, and Recycling Services Contract**

Larry Lackey reported two responses were received to the RFP. Staff recommends moving forward with the City Attorney to negotiate a five year contract with Casella.

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to recommend that staff draft and negotiate a contract with Casella Waste Management, Inc./All Cycle Waste (Casella) for trash removal, compost, recycling, oil and grease, waste receptacles, and periodic training services for the next five years subject to final approval by the City Attorney's Office. VOTING: unanimous (3-0); motion carried.**

**6.5 Chamberlin School Noise Update**

Gene Richards reported staff has been meeting with David Young, school superintendent, for the past two years on the noise issue. Mr. Young sent a letter to the FAA requesting much of what the airport is requesting as part of the noise program. The airport does not want to purchase the school because that would change the line of home purchases and the airport does not want to be involved in the politics of school consolidation. Home purchases by the airport are complete. The airport is now focusing on insulating homes once the funding is available. The school is doing noise monitoring independently, but the FAA will not accept the results. The Noise Exposure Map is a computer modeled map under the regulation of the FAA and is the only approved methodology per the Part 150 process. The data will help outline an implementation plan for noise mitigation for the school if the school is eligible for noise mitigation.

**7.0 SOUTH BURLINGTON SEAT UPDATE**

None.

**8.0 DIRECTOR'S REPORT**

Gene Richards reported the following:

- Staff has done an RFP for rubbish removal and for advertising. Bids will be opened at the end of March.
- The hotel is moving ahead. The proposal is being shown to South Burlington to see if it will get through the permitting process. More information will be forthcoming.
- The state is proposing a 28 cent per gallon tax increase on jet fuel. Staff testified at the Statehouse and requested a three week delay on the decision. The airport was not informed of the tax increase even though 95% of the impact will be on Burlington Airport and only 5% on the state airports. The tax will be devastating to the state economy and the airport. Vermont would have the highest priced jet fuel tax in the country. The state needs to be better informed on the impact of the tax. An update on the situation will be provided to the Airport Commission at the next meeting.
- The FAA gave permission to use the land across from the parking garage for a dog park for the next five years. Staff will design the park with the South Burlington Dog Park Committee and Parks & Recreation. It is hoped to have the park open by mid-summer.

#### **9.0 COMMISSIONER ITEMS**

- Bill Keogh asked about status of the airport ambassadors. Gene Richards said the airport ambassador status will be finalized by the end of the month.

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

Next Meeting: April 18, 2018 at 4 PM.

Agenda Items:

- Report on the average length of stay in the parking garage
- Report on jet fuel tax increase

**MOTION by Jeff Schulman, SECOND by Bill Keogh, to adjourn the meeting.**

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

The meeting was adjourned at 4:38 PM.

*RScty: MERiordan*