

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
April 17, 2019**

**DRAFT**

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

**MEMBERS ABSENT:** Jeff Schulman

**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  
Kelly Colling, Director of Operations  
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 4:04 PM on April 17, 2019.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Tim George, to approve the agenda as presented. VOTING: unanimous (3-0)[Helen Riehle not present for vote]; motion carried.**

**3.0 CONSENT AGENDA**

3.01 Minutes – March 18, 2019

3.02 Fare Comparison

3.03 Passenger and Operational Statistics

**MOTION by Bill Keogh, SECOND by Tim George, to approve the consent agenda, Items 3.01 – 3.03, and take the action indicated. VOTING: unanimous (3-0) [Helen Riehle not present for vote]; motion carried.**

**4.0 PUBLIC FORUM**

No comments.

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

No items.

**6.0 COMMUNICATON/DISCUSSION**

6.01 Construction Update

Larry Lackey reported:

- Phase 4 of the apron rehab project is moving forward.
- Taxiway Golf realignment needs a walk through and sign off by the engineer. The perimeter road will be resurfaced.
- VTANG relocated threshold work to be done.
- QTA is ready to go. Work should begin in June.
- Bids on Taxiway Golf realignment, Phase 2, are expected 4/24/19. Work on the perimeter road and fence will be done this year.
- The hotel project is before the South Burlington DRB.
- Valley West apron rehab will be going out to bid after engineering.
- Annual parking garage maintenance is ongoing.
- Master Plan Technical Advisory Committee (TAC) and Regional Advisory Committee (RAC) meetings have been held. There is an hour long information session on Channel 17 that can be viewed. The session outlines every step of the process and data collected.

#### 6.02 Financial Package

Marie Friedman reported the airport is doing well. Revenues are up. The airport has received \$11 million in grant funding. Expenses are up because the airport had the revenue to incur the expense. For the second consecutive month the airport owed no cash to the city.

Bill Keogh asked how taxi revenue is used by the airport. Marie Friedman said the revenue offsets the cost of the Airport Ambassador positions and helps cover some expenses related to having taxi service at the airport.

#### 6.03 Sound Map Update

Nic Longo reported the formal schedule will be published, but plans include meeting with local municipalities and officials before the updated map goes into effect at the end of May. The map will be used to update the Noise Compatibility Program on what to do for noise mitigation. The airport will work with the neighboring homeowners on what program works best for them. This is the start of the process that will continue for the next decade.

There was mention of including the House and Senate transportation committee chairs in the meeting and possible holding a combined meeting with all the area communities so the information is provided to all at once.

#### 6.04 Electric Car Chargers Update

Gene Richards reported the electric car charge stations are being used and doing well. People are coming from places near and far and using the chargers.

#### 6.05 Events at BTV

Hannah Lumbra announced the Corn Hole Tournament on May 11, 2019 at the airport to benefit the Lund Family Center.

## **7.0 SOUTH BURLINGTON SEAT UPDATE**

Helen Riehle reported:

- The state legislature denied the tax on rental cars requested by South Burlington.
- Revenue from the sales tax on fuel may be used to assist homeowners in the noise corridor on noise mitigation not covered by the FAA program.
- The city increased paving work. Airport Parkway is included.

## **8.0 DIRECTOR'S REPORT**

Gene Richards reported:

- Master Plan meetings are going well.
- Work on the Sound Map is back on track
- Farewell ceremony for the F-16 was well attended. Emotional.
- Beginning in September the F-35 aircraft will arrive, two each month for a total of 18 by July 2020. Both the F-16 and F-35 aircraft will be included in the 100 year documentary on the airport.
- Beta Technology, a leader in electric aircraft, partnered with the airport on the north hangar. The airport is working with South Burlington to change the zoning of the dog park so a hangar can be built for another aerospace business.
- Enplanements are up.
- Walt Houghton, past Airport Director, passed away and will be missed.
- Conversations continue with the airlines on additional routes. Frontier will begin service in May to Denver three time a week. United flies to Denver on Saturday and Sunday so there will be service to Denver five times a week from Burlington.

## **9.0 COMMISSIONER ITEMS**

None.

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

Next Meeting: May 8, 2019 at 4 PM.

**MOTION by Helen Riehle, SECOND by Bill Keogh, to adjourn the meeting.**

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

The meeting was adjourned at 5:16 PM.

*RScty: MERiordan*