

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
April 24, 2017**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Alan Newman  
Pat Nowak [via telephone]

**MEMBERS ABSENT:** Jeff Schulman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Director of Planning and Development  
Amanda Clayton, Director of Engineering &  
Environmental Compliance  
Kelly Colling, Director of Operations  
Rick Brown, Director of Maintenance  
Shelby Losier, Administrative Assistant  
Hannah Lumbra, BTV Administration

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Acceleration  
Tim McCole, Heritage  
Ben Myer, Heritage  
Bruce McDonnell, TSA  
Arielle Cheifetz, student  
Sonia Perrante, student  
Kevin Dorn, South Burlington City Manager  
Paul Conner, South Burlington City Planner  
Karen Paul, Burlington City Council

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**1.0 CALL TO ORDER**

Chairman Jeff Munger called the meeting to order at 3:07 PM on April 24, 2017.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda with the amendment to advance the Security Delays Presentation (Item 6.1) to follow Public Forum. VOTING: unanimous (4-0); motion carried.**

**3.0 CONSENT AGENDA**

- 3.1 Approval of Minutes: March 20, 2017
- 3.2 Financial Package
- 3.3 Construction Update
- 3.4 Passenger and Operational Statistics
- 3.5 Fare Comparisons with Cost Estimate Calculator

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the consent agenda, Items 3.1 – 3.5, and take the action indicated.**

**DISCUSSION: It was noted the reference to “Taxiway Gulf” should be corrected to “Taxiway Golf” in the construction report.**

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

#### **4.0 PUBLIC FORUM**

There were no comments from the public.

##### 4.1 Security Delays Presentation

Bruce McDonnell, TSA Federal Security Director, clarified erroneous and misleading information in a 2015 Thrillist article on airport delays, highlighting the following:

- Per Bureau of Transportation statistics, in 2015 Burlington Airport had .01% delay compared to .03% delay nationally which equates to about nine passengers delayed. In 2016 Burlington Airport had .02% delay. The average wait time was 3.51 minutes. The longest wait time was 9.6 minutes. In 2015 the longest recorded wait time was 29 minutes. Statistics are not complete yet for 2017.
- Planes being pushed back are often coded as a security delay.
- Challenges at Burlington Airport include TSA staff level being at the absolute minimum for an operation the size of Burlington which makes processing 200 people per lane per hour (the stated target) not possible. There are not enough TSA agents to staff two checkpoints. Also, TSA agents leave Burlington for other places offering more opportunity.
- Real security delays occur at LaGuardia, JFK, or O'Hare. A .02% delay at Burlington equates to two flights per year compared to a .02% delay at O'Hare which equates to 40 flights per year.
- The number impacted by the 747 aircraft versus the airbus referred to in the article is also not correct. The logic is flawed.

Gene Richards noted complaints about delays are received by staff two or three times a month. Often it is people bringing prohibited items through TSA that cause delays or people checking in after the boarding call. Bruce McDonnell said TSA will be getting bomb sniffing dogs which will help speed up processing.

#### **5.0 ACTION NEEDED**

##### 5.1 Safety Risk Assessment Contract

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the safety risk assessment contract with Applied Research Associates. VOTING: unanimous (4-0); motion carried.**

##### 5.2 AIP – Beacon Replacement Contract

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the beacon replacement contract with Kobo and recommend approval to the Board of Finance and City Council.**

**DISCUSSION: Amanda Clayton explained the new beacon must be installed by May 15, 2017. The tower will be repainted as well.**

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

##### 5.3 AIP – 1083 Airport Drive

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the contract with S.D. Ireland for 1083 Airport Drive and recommend approval to the Board of Finance and City Council.**

**DISCUSSION:**

- **Nic Longo explained the project at 1083 Airport Drive is removal of the last house covered by the grant received in 2012. The airport purchased the house in June 2016, but the homeowner just moved out. The FAA considers the house an “incompatible land use” and it must be removed. The change order is to remove the building and do remediation work.**

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

**6.0 COMMUNICATION/DISCUSSION**

6.1 Security Delays Presentation (covered under Item 4.1)

6.2 Kevin Dorn, South Burlington City Manager

Kevin Dorn, South Burlington City Manager, and Paul Conner, South Burlington Planning Director, challenged and corrected some statements in the March 20, 2017 Airport Commission minutes. The following was noted:

- It is clear the airport and the City of South Burlington are having challenges in their relationship and in communications, but both parties are working on this.
- The minutes of March 20, 2017 give a misrepresentation of South Burlington’s permitting process.
- Notice of Violation was issued to the airport by South Burlington for material being dumped in the quarry because the airport needed a permit which the airport had not secured. The airport had not been denied a permit.
- Regarding the comment of a small number of people representing the community, South Burlington City Council has five elected people to represent the city.
- The comment about the first time the Zoning Office has asked for a second hearing on a project is not true. The city was concerned that jet blast would come into the parking lot and onto South Burlington land so the city wanted the airport to consider this now with the taxiway project. The DRB was asked to reconsider the project after jet blast from a small jet was witnessed pushing up against the fence for snow. The Planning & Zoning Office does not “play politics” or manipulate the planning and zoning process, and believes in integrity and to further question if there is a concern. The taxiway project was reopened due to concern about vehicle traffic and blast safety. It is appropriate for staff to recommend to the DRB and the DRB to raise questions on safety and concern for performance standards. Bifurcating the project to allow Taxiway G to move forward while looking for other solutions was good. The DRB simply wanted to review jet blast onto South Burlington property and into the street.
- South Burlington recognizes there are issues with the relationship between the city and the airport and is happy to meet to talk about it.

Bill Keogh read a prepared statement first thanking Kevin Dorn for coming to the meeting and expressing sympathy for the recent events South Burlington has endured,

and then putting perspective on what has been ongoing over the past few months. The following was noted:

- Many years ago the voters of Burlington approved a ballot item to add a member of the South Burlington City Council to the Airport Commission as a gesture of cooperation and involvement. The arrangement is most unusual.
- Despite this gesture the airport has been sued by South Burlington and had permits delayed for construction projects. This does not denote a spirit of cooperation.
- The airport is the largest taxpayer in South Burlington and helps pay taxes for the streets used by airport related construction trucks.
- Recent developments regarding the F-35 aircraft have further impaired relations between South Burlington and the airport. Only the U.S. Department of Defense has the authority to make the decision on the F-35, not the airport or South Burlington yet airport staff is being targeted as the messenger. The Airport Director has been treated poorly at airport related meetings. This is not the way to conduct business.
- The airport has not condoned residential construction adjacent to the airport and has not given construction permits for residences adjacent to the airport.
- It may be time for the Airport Commission and the City of Burlington to re-evaluate having a member from South Burlington on the Airport Commission if this is no longer as beneficial as it once was or all parties could work on having a more understanding and constructive relationship.

Kevin Dorn agreed the Airport Director should be treated with respect and there are a number of items that need attention which South Burlington and the airport are working on. The relationship is there though there have been rocky steps along the way.

Jeff Munger stated delay of permits puts at risk loss of millions of construction dollars. In addition the construction season is short. Anything that can be done to address permitting is imperative. The airport relies on AIP funding for the facility. Without the airport the entire State of Vermont would be in a worse situation economically.

Amanda Clayton explained the situation with Taxiway Golf (\$2.8 million project) which went through the normal permitting process with South Burlington DRB. After the DRB hearing was closed and within a week of the appeal period ending South Burlington staff made comment about snow blowing into the roadway. Engineers went out into the field to observe the thrust from airplanes and observed nothing. It is possible winds from the east were blowing the day South Burlington staff saw the snow blowing. In any case the \$28 million project came to a halt and the holding bay was separated out, but all FAA requirements for all projects must be met. Nic Longo added taking the holding bay off the plan this year does impact operation of the airfield.

Kevin Dorn showed a video of the thrust from an A-320 airplane creating a safety issue with blowing debris. Mr. Dorn said South Burlington staff simply wanted the engineers to look into the safety issue.

Kelly Colling pointed out there is over 1,000' between the end of the runway and the fence line plus an area behind the fence line and the roadway as mandated by the FAA.

Gene Richards stressed the airport will continue to try to work with South Burlington because it is a win-win when both parties do well and it is counter-productive otherwise. Permitting and the budget have to be protected. Many businesses want to locate near the airport for the convenience. Jeff Munger added South Burlington residents are the number two user of the airport. Kevin Dorn clarified the issue is not to stop the airport, but to address a safety request on an observed safety issue. A barrier is needed to block rocks, dirt, dust from going into the parking lot and the street. Fixing the problem will not add a year delay. Paul Connor added if permitting delays are systemic then this needs to be addressed, but it is not certain that is the situation. Gene Richards commented the airport and South Burlington had an excellent relationship prior to this and then something changed. The airport is committed to working hard to do their part in the relationship and looks forward to the opportunity to get the permit so the project can move forward.

### 6.3 South Burlington Commission Seat Update

Bill Keogh asked what South Burlington expects from their representative on the Airport Commission. Kevin Dorn said their representative, Pat Nowak, does a great job and is an active participant, but the position is appointed by the Mayor of Burlington, not South Burlington City Council. Bill Keogh pointed out the Burlington charter (Article 84) says South Burlington will appoint its representative to the Airport Commission. Gene Richards explained the Airport Commission is appointed by City Council with the Mayor presiding. The Mayor has one vote. The South Burlington representative is appointed in the same manner.

There was discussion of the diligence and hard work by Pat Nowak as a member of the Airport Commission on behalf of South Burlington. Ms. Nowak represents South Burlington at the highest level. Alan Newman noted the other members of the Airport Commission are focused on the economic development of northern Vermont. Kevin Dorn assured no one is more committed to economic development of northern Vermont than Pat Nowak.

Pat Nowak said settling the issues that have faced the airport and South Burlington in the past four or five years would be a win-win for both entities. There are other pieces that cause delay. One of those pieces is poor communications. The parties need better communication. The lines need to be kept open on the leadership sides and if there are questions then resolution is needed without delay. Ms. Nowak said she is proud to represent South Burlington on the Airport Commission and does care about the airport as an economic engine. There should not be interference. Communication and dialogue should be ongoing. Bill Keogh pointed out the Airport Commission agreed to have an agenda item each meeting for South Burlington items.

Gene Richards thanked Kevin Dorn and Paul Connor for attending the meeting. Mr. Richards said at times it is frustrating to work with South Burlington. Airport staff has

put in 300 hours handling phone calls and answering questions, but it still seems the two parties are not working together in the same vein. The airport's priority is to operate and improve the airport facility. It would be good to have the talents of South Burlington and work together.

#### 6.4 Streamline Meetings

Bill Keogh stated having most of the reports for the Airport Commission on the consent agenda will help streamline the meetings. If further discussion of a particular item is warranted then the item can be pulled from the consent agenda and put on the deliberative agenda.

#### 6.5 Commissioner Use of City Email

Staff will install the city email application on cellphones and computers for commissioners and give a primer a half hour before the next Airport Commission meeting.

#### 6.6 Implementation of BoardDocs

Agendas, supporting documents, and minutes from Airport Commission meetings will be posted on BoardDocs. The information will be archived.

#### 6.7 Recording Airport Commission Meetings

The cost to have Channel 17 record Airport Commission meetings is \$700 per month. As an alternative staff will record meetings using an iPad then download to Channel 17.

**MOTION by Bill Keogh, SECOND by Alan Newman, to record the Airport Commission meetings as proposed. VOTING: unanimous (4-0); motion carried.**

#### 6.8 Commissioner's Status List

Gene Richards reported the RFP for the hardware/software for the parking garage is a month out. The taxi RFP is a work in progress. Staff is working to set up a meeting with Rich Goodwin.

### 7.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- Staff continues to work hard on the relationship with South Burlington and permitting for the construction projects. The delays have put a strain on staff and puts the funding at risk. [Amanda Clayton noted the holding bay project was shown on the 2016 site plan reviewed at the January meeting with South Burlington. Five days before the end of the appeal period and just before the permit was issued the airport received notification that more information was needed.]
- The sound mitigation project will be moving forward. Consultants will work with the owners of the 965 house impacted to make sure they are represented and heard. Meetings will be held and recorded. All the information will be posted online. The program is for the people affected by the sound, not necessarily the City of South Burlington.

- The home acquisition program is wrapping up. Eight of the remaining 39 houses have been purchased. A grant was received (\$450,000) to update the Noise Compatibility Plan and implement noise mitigation measures simultaneously with finishing the land acquisition program. [Pat Nowak said it is encouraging to see the program move forward and the acquisitions end. Ms. Nowak said she will work to have a majority of South Burlington City Council on board.]
- The apron project is going well. Signage in the terminal helps direct passengers to the airlines.
- Staff continues to work diligently and creatively on marketing and advertising opportunities. The airport is anticipating a donation of \$150,000 that will be used for displays.
- Improvements to operation of the parking garage are expected by September.
- There is a design for a hotel at the airport. A consultant will be hired to assist with discussions. Guidance from the Airport Commission is welcomed.
- Air National Guard has a permit to move the piles of dirt from the construction work they are doing. The dirt is important to the airport for development of the quarry into a future industrial park. The airport will continue to work with South Burlington on a permit for the remaining dirt. [Amanda Clayton stated the application for a permit is on the May 2, 2017 DRB agenda. Sketch plan received approval so the project moved to Preliminary and Final Plan review, but S.D. Ireland started hauling in material to the quarry unbeknownst to the airport. The airport stopped the work immediately. South Burlington sent a Notice of Violation by certified mail to the Burlington's CAO rather than directly to the airport.]
- Work continues with the rental car company on an agreement for the Quick Turnaround Facility (QTA).
- Condolences are offered to Marie Friedman and family on the passing of her father.

## **8.0 AIRPORT COMMISSIONERS' ITEMS**

### **8.1 Sound Mitigation Program Update**

Covered in the Aviation Director's Report.

### **8.2 Terminal Redesign - TSA**

Alan Newman said a way to combine TSA and create more retail opportunity needs to be found. Gene Richards said there is a sketch showing consolidation at the south end of the terminal. Expansion is not possible to the north because of the air traffic control tower. The cost of the investment is projected at \$65 million. Gene Richards and Alan Newman will further discuss ideas.

### **8.3 Lake Champlain Regional Chamber of Commerce Information Desk Statistics**

Gene Richards explained there is a tremendous amount of down time at the information desk. iPads were installed with frequently asked questions and answers. The hours of the attendant from the Chamber are now 4:40 PM to midnight. During the day people can ask airport staff for assistance.

**9.0 ADJOURNMENT**

Next meeting(s) and Agenda:

- May 22, 2017 at 3 PM
- Agenda:
  - Discuss start time of meetings to make meetings more accessible to the public
  - Primer on accessing the city email via cellphone and computer.

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.**

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

The meeting was adjourned at 4:59 PM.

*RScty: MERiordan*