

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
May 16, 2018**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Jeff Schulman [left 5:37 PM]
Alan Newman
Helen Riehle

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
Kelly Colling, Director of Operations
Shelby Losier, Director of Transportation
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Accelerators
Tim McCole, Heritage Aviation
Tony Speranza, Vermont Flight Academy

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:02 PM on May 16, 2018.

2.0 AGENDA

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

3.0 PUBLIC FORUM

Tony Speranza, Vermont Flight Academy, gave an update on the upcoming Expo on June 9, 2018. Food vendors to donate food and volunteers are still needed for the event.

4.0 CONSENT AGENDA

- 4.01 Approve Minutes: April 18, 2018
- 4.02 Passenger and Operational Statistics
- 4.03 Fare Comparison with Cost Estimate Calculator
- 4.04 Financial Package

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the consent agenda (Items 4.01-4.04), take the action indicated, and place the items on file.

DISCUSSION:

- **Nic Longo reported on the significant increase in enplanements which is consistent with the increase in passenger seats each month. The airlines serving Burlington are offering main line service. Total number of enplanements for the year are up 1.5%.**

- There was discussion of the increase in passengers flying out of Burlington rather than Manchester, Albany, or Boston. The airport is benefiting from the larger aircraft flying out of Burlington Airport. Staff continues to look for opportunities and will seek one or two more airlines to serve the airport.

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

5.0 APPROVE/RECOMMEND TO BOARD OF FINANCE AND CITY COUNCIL

5.01 Acoustical Testing of Chamberlin Elementary School

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval that the Aviation Director be authorized to execute a budget neutral grant with the FAA for acoustical testing of Chamberlin School and to accept the task order with The Jones Paine Group in an amount not to exceed \$66,700 with a 5% contingency for reasonable out of pocket expenses to perform such analysis subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- Nic Longo briefed the Airport Commission on the work with the school superintendent, David Young, on various aspects of the Sound Mitigation Program and the acoustical testing at the school to determine which rooms are eligible and the material needed to meet FAA noise standards. The Jones Paine Group and subcontractor, HMMH, will do the work. FAA guidelines must be followed.
- Sound monitoring will be done for two days due to the size of the facility (residences take much less time) to determine noise outside the building equivalent to the aircraft at the airport and determine noise levels inside the building. Computer models are used with actual noise.

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

5.02 Airport Master Plan; Strategic and Long Term Planning

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval that the Aviation Director be authorized to execute a budget neutral grant with the FAA for the Burlington Airport Master Plan Update for a projected cost of \$1.2 million and to execute the contract with Passero Associates in the amount of \$1,094,615 to do the update subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- There was discussion of percentages of federal, state, and local funding for the grant. Local share is 4% to be paid with PFC funds. The state portion is 6% though the state budget is tight and may not be able to support all grant matches so the airport is prepared to increase the local share.

- **There will be community involvement in the update of the plan. A stakeholder committee and a community committee will be formed. Periodic progress reports will be given to the Airport Commission.**
- **The update is expected to take up to 18 months. The focus of the master plan includes market dynamics, airfield design, terminal area planning, and transportation network and capacity needs. The Airport Commission and stakeholders will be involved. The goal is to have a capital improvement plan that looks at all scenarios and costs in order to apply for grants and to meet all FAA requirements.**
- **The Airport Commission will review the plan to recommend approval to City Council.**
- **The master plan update will have a 10-15 year outlook. The FAA wants to see the path of the airport. The relationship with the airlines will dictate volumes.**

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

5.03 Contract with The Jones Paine Group for Noise Exposure Map Update

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval authorization for the Aviation Director to execute a contract with The Jones Paine Group in the amount of \$564,117 for the update of the Noise Exposure Map subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- **Nic Longo explained the consultants will be meeting with various committees, stakeholders, and the community to collect data and do interviews. The FAA process must be followed because the funding is from the FAA. A baseline map and five year forecast map that includes F-35 data will be produced.**
- **There was discussion of the houses purchased through an earlier sound mitigation program and that any revenues from sales or rent must be returned to the FAA.**

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

5.04 Terminal Apron Phase 4 Rehab

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval authorization for the Aviation Director to execute a grant with the FAA for the air carrier apron reconstruction Phase 4 as well as contracts with S.D. Ireland in the amount of \$2,099,406 for construction and with Hoyle Tanner in the amount of \$306,300 for construction inspection services subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- **Larry Lackey explained the grant is \$2.5 million of which \$2.1 million is for reconstruction of a portion of the apron and inspection services to ensure compliance and quality of work. Any axillary costs**

associated with the grant application package will be reimbursed as well.

- S.D. Ireland was the low bidder and the only bidder.
- Gene Richards noted there is a tremendous amount of work being done around the state so it is a challenging time to find contractors.

5.05 Airport Advertising and Media Concession Program Services Contract

MOTION by Bill Keogh, **SECOND** by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval authorization for the Aviation Director to enter into a contract with the selected media and advertising concessionaire, Vermont Small Business Accelerators, for a six year term with the option for a five year extension subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- Shelby Losier explained an RFP was done and three proposals were received and reviewed. Vermont Small Business Accelerators was selected. The contract includes a minimum annual guarantee for the airport.
- Alan Newman asked about the airport itself handling marketing and advertising. Gene Richards explained in the past there was a marketing person on staff, but results were not as expected and the airport did not get a good return on investment. Vermont Small Business Accelerators has been doing work at the airport with success.
- Alan Newman asked about incentivizing to increase the minimum annual guarantee. Gene Richards said the selected company offered the most aggressive minimum guarantee of the bids received. Marie Friedman explained the projected revenues in the contract.
- Jeff Schulman noted UVM uses a similar service for marketing and advertising, and asked if the airport will retain oversight of what is displayed at the airport. Gene Richards confirmed this.
- Helen Riehle asked about the statement on public relations for the city. Gene Richards said effort is ongoing to work more closely with the business community to increase use of the airport.
- Helen Riehle urged more advertisement at the airport of businesses located in South Burlington. Gene Richards said 90% of the businesses in South Burlington are advertised at the airport.

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

5.06 FY2019 Airport Budget

MOTION by Bill Keogh, **SECOND** by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the FY2018 Airport Budget.

DISCUSSION:

- Budget highlights included:
 - Revenues and expenditures increased 2% over the current fiscal year.

- **There is no increase in airline rates.**
- **The parking garage revenue is strong. April saw the highest revenue amount in the history of the garage.**
- **Miscellaneous revenues were decreased \$100,000 because the airport was already reimbursed by the Air Guard for the work and rental of the apron space.**
- **Salary and benefits show an increase of 4% due to staff reorganization. No additional staff is anticipated to be hired.**
- **Landing fees are performing well due to more and larger airplanes coming to the airport. There is no increase in the landing fees forecasted.**
- **Capital leases show an increase of \$380,000 due to the garage hardware and software and construction of the quick turnaround facility.**
- **Funds are included in the budget to cover any shortfall in the state portion of grant match funding.**

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

6.0 COMMUNICATION/DISCUSSION

6.01 Update: Airport Noise Compatibility Program

Nic Longo reported the NCP is on hold while the Noise Exposure Map (NEM) is updated. There is a Sound Mitigation Committee meeting tentatively scheduled on July 10, 2018.

6.02 Construction Update

Larry Lackey reviewed the status of the projects underway at the airport. The glycol system upgrade is done and will be removed from the list. Phase 4 of the carrier apron rehab is underway. The Air Guard's work has begun for the season. Staff is reviewing a phased approach for the quick turnaround facility. Staff is looking at the geometry of Taxiway G realignment before applying for a grant. The airport master plan update is underway. Garage upgrades are going well. Crack sealing and joint sealing is being done.

7.0 SOUTH BURLINGTON SEAT UPDATE

Bill Keogh asked about South Burlington's position on what the airport has been doing with regard to the noise issue (testing by Chamberlin School and other activities). Helen Riehle said she is pleased the airport is testing at Chamberlin School which is important and happy for the grant for a new Noise Exposure Map. Gene Richards has been very connected and responsive to the community. There has been good conversation around the dog park. It is disappointing some neighbors said no to the park which will be respected. The work and effort done by the airport is appreciated. All of these actions help improve the relationship and build a certain amount of trust and appreciation, and it can only get better. There was a point where the relationship could not get any worse, but it has improved and that is pleasing.

Bill Keogh said he is glad to hear Ms. Riehle's remarks because there has been so much angst for the past two or three years and that is not there anymore. It is good to hear the

South Burlington City Council President gets what the airport is doing which has been planned for quite a while. Helen Riehle said now the parties are working together. Bill Keogh said as long as South Burlington and the airport are working together that is what is important. Gene Richards commented there is still a lot of work to do. The airport was committed to putting funds toward a dog park, but a half dozen residents objected to the park. A successful fund raising event for the Lund Home was held in the space intended for the dog park which shows the potential of use of the space without adverse impact on the community. Helen Riehle pointed out a portion of the Lund Home is located in South Burlington.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airport team is working hard. There are lots of projects underway. The FAA airport exam is in July and staff is preparing for this.
- The relationship with South Burlington is better. Much can be accomplished working together.
- Appreciation is given to the airport commissioners who testified to the legislature on behalf of the airport.

9.0 COMMISSIONER ITEMS

No report.

10.0 NEXT MEETING/AGENDA and ADJOURNMENT

Next Meeting: June 20 16, 2018 at 4 PM.

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.
VOTING: unanimous (4-0) [Jeff Schulman not present for vote]; motion carried.**

The meeting was adjourned at 5:49 PM.

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